



**CASE MANAGEMENT  
INFORMATION AND  
PAYROLLING SYSTEM  
(CMIPS II)**

**IMPLEMENTATION PHASE  
SYSTEMS ENGINEERING**

**REQUEST FOR PROPOSAL  
HHSA OSI #17280**

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## 1 INTRODUCTION

### 1.1 Purpose of this Request for Proposal

The State has developed this Request for Proposal (RFP HHSA OSI #17280) to obtain a team of nine (9) Implementation Phase consultants who will assist the State in monitoring and supporting activities related to ensuring that the Case Management Information and Payrolling System (CMIPS II) application as designed, developed, and implemented will fully meet the prescribed program requirements for a phased statewide county implementation of CMIPS II, which will be a replacement production system for the legacy CMIPS system (see Subsection 1.2, Background, below). The State intends to award a contract for a minimum period of three (3) years with an option for two (2) one (1) year extensions for all of the Contractor Staff positions. Contract Award, if made, will be to a single Contractor. This Contract will be referred to hereafter as the **Implementation Phase Systems Engineering Contract**.

In addition to this Request for Proposal (RFP HHSA OSI #17280), the State has developed two other related procurements for consultants to assist the State during the CMIPS II implementation phase. The first related procurement (RFP HHSA OSI #17503) will be used to acquire a CMIPS II Statewide Implementation Manager and twelve (12) County Implementation Coordinators, which will serve to coordinate State, County and CMIPS II Contractor resources and activities during planning and execution of the phased statewide county implementation of CMIPS II. The second related procurement (Request For Offer (RFO) #17504) will be conducted using the Master Services Agreement (MSA) for Information Technology (IT) Consulting Services to acquire one (1) Quality Assurance Consultant and three (3) Technical System Engineering Verification and Validation (V&V) Consultants to ensure that the CMIPS II application as designed, developed and implemented will fully meet the prescribed program requirements and that project deliverables will meet or exceed the required quality standards.

Collectively, the contracts resulting from these three (3) procurements are referred to as secondary contracts to allow differentiation from the CMIPS II Contract described below.

Bidders are hereby advised that this solicitation/acquisition is being conducted under Public Contract Code (PCC) 12100 and the provisions of the Alternative Protest Process (Public Contract Code Section 12125, et seq.) By submitting a bid to this solicitation conducted under the Alternative Protest Process, you agree that all protests of the proposed award will be resolved by binding arbitration. See Section 2, RULES GOVERNING COMPETITION, Subsection 2.5.1.2 regarding the details of the Alternative Protest Process. Bidders are also hereby advised that the State's Information Technology (IT) General Provisions have been modified for this CMIPS II procurement. Refer to Section 10, CONTRACT, for the Contract, Standard Agreement (STD 213).

### 1.2 Background

The California Department of Social Services (CDSS) administers and manages the In-Home Supportive Services (IHSS) program. The IHSS program provides supportive services, including personal care services, to qualified aged, blind, and disabled individuals, which enable them to remain in their own homes and avoid institutionalization. The IHSS program operates through the legacy Case Management Information and Payrolling System (CMIPS). Legacy CMIPS is connected to all county welfare offices located throughout the State, where county

staff uses legacy CMIPS in the day-to-day operation of IHSS. Currently, the State contracts with Electronic Data Systems (EDS) for the operation of legacy CMIPS.

The Health and Human Services Agency (HHSA), Office of Systems Integration (OSI), on behalf of CDSS, and the Department of General Services (DGS) are currently conducting a competitive procurement, RFP HHSDC #4130-141A, to select a CMIPS II Contractor to provide a replacement CMIPS system (CMIPS II) for the legacy CMIPS system. The CMIPS II Contractor will be responsible for the design, development and implementation of the new system in all fifty-eight (58) counties in California and the maintenance and operation of the new system. The State intends to award the CMIPS II Contract for RFP HHSDC #4130-141A (CMIPS II) for a minimum period of seven (7) years. References made in this RFP to “CMIPS II Contractor” will reflect the activities of the contract awarded as a result of RFP HHSDC #4130-141A and not the contract awarded from this particular RFP.

### **1.3 Scope of the RFP and Bidder Admonishment**

This RFP is being conducted under the policies developed by the Department of Finance (DOF) and procedures developed by the Department of General Services (DGS) as provided under Public Contract Code Section 12102 et sequitur. This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested Bidders, the format in which bid information is to be submitted, and the material to be included therein. All requirements, which must be met to be eligible for consideration, and the Bidders’ responsibilities, are included in detail.

This procurement process will be comprised of Draft Proposal, Confidential Discussions, and Final Proposal. This phased approach is designed to increase the likelihood that Final Proposals will be received without disqualifying defects. The Draft Proposal and Confidential Discussions will: 1) ensure that the Bidders clearly understand the State’s requirements before attempting to develop their Final Proposal; 2) ensure that the State clearly understands what each Bidder intends to propose before those proposals are finalized; and 3) give the State and each Bidder the opportunity to discuss weaknesses or potentially unacceptable elements of a Bidder’s proposal and give the Bidder the opportunity to modify their proposal to correct such problems. Additional information is found in Section 2, RULES GOVERNING COMPETITION; Section 8, PROPOSAL FORMAT; and Section 9, EVALUATION OF PROPOSALS.

In order to be afforded the benefits of the steps included in this RFP, the Bidder must take the responsibility to:

- Carefully read the entire RFP;
- Ask appropriate questions in a timely manner if clarification is necessary;
- Submit all required Bidder responses by the required dates and times as specified in Subsection 1.6, Key Action Dates; and
- Ensure that all procedures and requirements of the RFP are accurately followed and appropriately addressed.



## **1.4 Bidder Availability**

The selected Bidder must be able to meet the requirements of this RFP and be fully operational on or before the Bidder Start Work Date specified in Subsection 1.6, Key Action Dates. If Contractor Staff offered by a selected Bidder leave the Bidder's firm or are otherwise unable to participate in this Contract, they must be replaced with comparatively qualified Contractor Staff who are accepted by the State in accordance with Section 4, STATEMENT OF WORK, Subsection 4.4, Staffing Changes. A condition precedent to Contract Award is that the Bidder make available the listed Contractor Staff included in the Final Proposal (and that the State evaluated and selected) on the proposed Contract Award date. Failure to comply with this requirement will allow the State the choice of exercising one of the following two (2) options: 1) accept comparatively qualified Contractor Staff in accordance with Section 4, STATEMENT OF WORK, Subsection 4.4, Staffing Changes or 2) deem the Bidder non-responsive to the requirement and subject the Bidder's final proposal to the rejection process. Additionally, should the selected Bidder fail in its performance of this Contract, or any other term or condition of this Contract, the Contractor will be subject to the following Information Technology General Provisions: 23, Termination for Default and 25, Rights and Remedies of State for Default.

## **1.5 Procurement Official**

The State of California, Procurement Official and the mailing address to send proposals, questions, and other information is below:

Tom Abeyta  
Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605  
Phone: (916) 375-4491  
Fax: (916) 375-4505  
Email: [Tom.Abeyta@dgs.ca.gov](mailto:Tom.Abeyta@dgs.ca.gov)

## **1.6 Key Action Dates**

The following page outlines the important actions, dates, and times by which the listed actions must be taken or completed. If the State finds it necessary to change any of these dates or actions, it will be accomplished via an addendum. Note: All time entries in the "Action" column are noted as Pacific Daylight Time (PDT) or Pacific Standard Time (PST).

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**Table 1. Key Action Dates**  
**RFP 17280 - Key Action Dates**

<b>Action</b>		<b>START DATE</b>	<b>FINISH DATE</b>
1	(State) Release of RFP	--	03/22/2007
2	(Bidders) Last date to submit questions for Bidders Conference (2 pm PST)	--	04/03/2007
3	(State and Bidders) Bidders' Conference (9 a.m. – 11 a.m. PST) LOCATION: <b>Department of General Services, 707 3<sup>rd</sup> Street, West Sacramento, CA 95606-First Floor Auditorium (the Ziggurat)</b>	--	04/06/2007
4	(Bidders) Submit Letter of Intent to Bid – Exhibit 2, Financial Interest Disclosure – Exhibit 3, Statement of Experience and Financial Condition – Exhibit 4, and Confidentiality Statement – Exhibit 5. (5 pm PST)	---	04/11/2007
5	(Bidders) Last day to submit final questions for clarification of RFP prior to submittal of Draft Proposals (by 2 pm PST)	---	04/13/2007
6	(Bidders) Submission of Draft Proposals (2 pm PST)	--	04/26/2007
7	(State) Evaluate Draft Proposals	04/30/2007	06/06/2007
8	(State and Bidders) Confidential Discussions	06/07/2007	06/14/2007
9	(Bidders) Last day to submit questions prior to submission of Final Proposals (2 pm PST)	--	06/28/2007
10	(Bidders) Last day to request change in requirements of the RFP *	--	06/21/2007
11	(Bidders) Last day to protest requirements of the RFP **	--	06/28/2007
12	(Bidders) Submission of Final Proposals (2 pm PST)	--	07/13/2007
13	(State) Final Proposal Evaluation (excluding Costs) ***	07/16/2007	09/11/2007
14	(State) Notification of Public Cost Proposal Opening ***	--	09/11/2007
15	(State and Bidders) Cost Proposal Opening ***		09/12/2007
16	(State) Evaluate Cost Proposals ***	09/17/2007	09/20/2007
17	(State) Prepare Evaluation and Selection Report ***	09/21/2007	09/28/2007
18	(State) Selection Report Review/Approval by CDSS, OSI, DHS, DGS, CMS ***	09/28/2007	10/12/2007
19	(State) Notification of Intent to Award ***	--	10/12/2007
20	(State) Contract Approval ***	11/02/2007	12/21/2007
21	Contractor Start Work Date(s) ***	--	12/26/2007

\* Final date to request changes to requirements of the RFP may be adjusted to five (5) calendar days following the last addendum. Refer to Section 2, RULES GOVERNING COMPETITION, Subsection 2.2.5, Questions Regarding the RFP, for detailed information.

\*\* Refer to Section 2, RULES GOVERNING COMPETITION, Subsection 2.5.1, Protests, for detailed information.

\*\*\* Everything after the due date of the Final Proposal is tentative and may be changed by the State without issuing an addendum to the RFP. The Bidder will be notified at least three days prior to the Cost Proposal opening so that they may arrange for their attendance.

## **1.7 Bidder's Library**

The State will maintain a Bidder's Library with reference materials and internet links. Bidders are encouraged to review the library material to gain a thorough understanding of the CMIPS II and the business and technical environment in which it operates. Bidders should check back frequently for updates in the Bidder's Library.

Bidders will be able to download copies of electronic documents through the CMIPS II Project Home Page at [www.cmipsproject.ca.gov](http://www.cmipsproject.ca.gov).

The State will also maintain a physical Bidder's Library at 8745 Folsom Blvd., Suite 230, Sacramento, California for materials that are only available in hard copy. Bidders may visit the library to review the contents. For information that is available in hard copy only, the State will make hard copies of requested documents for twenty-five cents (\$0.25) a page plus postage. Large documents (more than 100 pages) may require up to five (5) business days to copy.

The exception to this process is material in the Bidder's Library that is copyright protected. The State will not provide copies of any material that is copyright protected.

For a system and program overview of CMIPS II described in Subsection 1.2, Background, also refer to the CMIPS II Project Home Page for more information. Of particular interest will be RFP HHSDC 4130-141A, Section 3, CURRENT SYSTEM, Section 4, PROPOSED SYSTEM, Section 6, TECHNICAL REQUIREMENTS – SYSTEM REQUIREMENTS SPECIFICATION (SYRS), and Section 6, TECHNICAL REQUIREMENTS – STATEMENT OF WORK (SOW).

To schedule an appointment, Bidders should contact the Procurement Official listed in Section 1, INTRODUCTION, Subsection 1.5, Procurement Official.

## **1.8 Americans with Disabilities Act (ADA) Compliance**

This procurement is conducted in compliance with the Americans with Disabilities Act (ADA) as further explained in Exhibit 1, ADA Compliance Policy. If you have any questions or requests pertaining to this compliance, contact the Procurement Official identified in Section 1, INTRODUCTION, Subsection 1.5, Procurement Official.

## **2 RULES GOVERNING COMPETITION**

The purpose of competitive bidding is to secure public objectives in the most value-effective manner and avoid the possibilities of graft, fraud, collusion, etc. Competitive bidding is designed to benefit the State and is not for the benefit of the Bidders. It is administered to accomplish its purposes with sole reference to the public interest. It is based upon full and free bidding to satisfy State specifications, and acceptance by the State of the most value-effective solution to the State's requirements, as determined by the evaluation criteria contained in the RFP.

### **2.1 Identification and Classification of RFP Requirements**

Section 2 of this RFP describes the entire procurement process. Specific guidelines for the submission of a response to this RFP response are found in Section 8, PROPOSAL FORMAT.

#### **2.1.1 Mandatory Requirements**

The State has established certain requirements with respect to proposals to be submitted by prospective Bidders<sup>1</sup>. The use of "shall," "must," or "will" in this RFP indicates a requirement or condition which is mandatory. A deviation, if not material, may be waived by the State. A deviation from a requirement is material if the response is not in substantial accord with the RFP requirements, provides an advantage to one Bidder over other Bidders, or has a potentially significant affect on the delivery, quantity or quality of items bid<sup>2</sup>, amount paid to the Bidder, or on the cost to the State. Material deviations cannot be waived.

#### **2.1.2 Desirable Items**

The words "should" or "may" in this RFP indicate desirable attributes or conditions, but are non-mandatory in nature.

### **2.2 Proposal Requirements and Conditions**

#### **2.2.1 General**

This RFP, the evaluation of responses, and the award of any resulting contract shall conform with current competitive bidding procedures as they relate to the procurement of information technology goods and services by the State of California. A Bidder's Final Proposal is an irrevocable offer for 180 calendar days following the scheduled date for Contract Award in the Key Action Dates specified in Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates. A Bidder may extend the offer in the event of a delay of Contract Award.

#### **2.2.2 Alternative Procurement Process**

In its procurement of this Implementation Project (RFP HHSA OSI #17280), the State is using the alternative Procurement Process. The Alternative Procurement Process is a flexible process that was designed to provide the "best value" solution to the State and to allow a higher level of

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<sup>1</sup> For the purposes of the instructions of this RFP, all entities that have identified their intent to be a Bidder to the Procurement Official are called Bidders until such time that the Bidder withdraws or other facts indicate that the Bidder has become nonparticipating.

<sup>2</sup> The word "bid" as used throughout this document is intended to mean "proposed," "propose" or "proposal" as appropriate.

Bidder input during the procurement process. The State may respond to information that becomes available during the procurement process by making modifications to the requirements, evaluation, or alternative process. Because of this, Bidders are reminded that the State may require additional information from bidders in the future that is not identified in this RFP at the present time. Any additional information will be requested through the addendum process in Subsection 2.2.7, Addenda.

### **2.2.3 RFP Documents**

This RFP includes the State's requirements and instructions, which prescribe the format and content of proposals to be submitted. The State's required contract for this procurement is found in Section 10, CONTRACT.

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the Bidder shall immediately notify the Procurement Official identified in Section 1, INTRODUCTION, of such error in writing and request clarification or modification of the document. Modifications will be made by addenda issued pursuant to Subsection 2.2.7, Addenda. Such clarifications shall be provided to all parties that have identified themselves as bidders to the Procurement Official for this RFP, without divulging the source of the request. Insofar as practicable, the State will give such notices to other interested parties, but the State shall not be responsible for providing notice to all interested parties.

If this RFP contains an error known to the Bidder, or an error that reasonably should have been known, the Bidder submits their proposal at their own risk. If the Bidder fails to notify the State of the error prior to the date fixed for submission of proposals, and is awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its later correction.

### **2.2.4 Examination of the Work**

The Bidder should carefully examine the entire RFP and any issued addenda and all related materials and data referenced in this RFP or otherwise available to the Bidder, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work. Specific conditions to be examined are listed in Section 3, ADMINISTRATIVE REQUIREMENTS, and Section 6, TECHNICAL APPROACH.

### **2.2.5 Questions Regarding the RFP**

Bidders requiring clarification of the intent or content of this RFP or on procedural matters regarding the competitive proposal process may request clarification by submitting questions, in an email or envelope clearly marked "Questions Relating to RFP HHSA OSI #17280" to the Procurement Official listed in Section 1, INTRODUCTION. To ensure a response prior to submission of the proposals, questions must be received by the Procurement Official, in writing, by the scheduled date(s) in the Key Action Dates paragraph specified in Section 1, INTRODUCTION. If a Bidder submits a question after the scheduled dates(s) the State will attempt to answer the question but does not guarantee that the answer will be provided prior to the proposal due date. Question and answer sets will be provided to all Bidders without identifying the submitters. The State will publish the questions as they are submitted including

any background information provided with the question; however, the State at its sole discretion may paraphrase the question and background content for clarity.

### **2.2.6 Request to Change the Requirements of the RFP**

If the Bidder believes that one or more of the RFP requirements is onerous, unfair, or imposes unnecessary constraints on the Bidder in proposing less costly or alternate solutions, the Bidder may request a change to this RFP by submitting, in writing, the recommended change(s) and the facts substantiating this belief and reasons for making the recommended change. Such requests must be submitted to the Procurement Official by the date specified in the Key Action Dates specified in Section 1, INTRODUCTION, for submitting questions requesting a change in the requirements.

### **2.2.7 Addenda**

The State may modify the RFP prior to the date fixed for Contract Award by issuance of a notification to all Bidders that are participating in the procurement process at the time that an addendum has been issued, unless the amendments are such as to offer the opportunity for nonparticipating Bidders to become participating, in which case, the addendum will be sent to all Bidders that have identified their intent to be a Bidder to the Procurement Official. Addenda will be numbered consecutively. If any Bidder determines that an addendum unnecessarily restricts its ability to propose, the Bidder is allowed five (5) working days to submit a protest to the addendum according to the instructions contained in Subsection 2.5.1.1, Requirements (Initial) Protest.

### **2.2.8 Bonds**

Each agency reserves the right to require a performance bond. If a performance bond is required for this procurement, it will be specified in Section 3, ADMINISTRATIVE REQUIREMENTS.

### **2.2.9 Exclusion for Conflict of Interest**

No consultant shall be paid out of State funds for developing recommendations on the acquisition of Information Technology (IT) products or services or assisting in the preparation of a feasibility study, if that consultant is to be a source of such acquisition or could otherwise directly and/or materially benefit from State adoption of such recommendations or the course of action recommended in the feasibility study. Further, no consultant shall be paid out of State funds for developing recommendations on the disposal of State surplus IT products, if that consultant would directly and/or materially benefit from State adoption of such recommendations.

### **2.2.10 Follow-on Contracts (Public Contract Code 10365.5, 10410, and 10411)**

No person, firm or subsidiary thereof who has been awarded a consulting services contract, or a contract which includes a consulting component, may be awarded a contract for the provision of services, delivery of goods or supplies or any other related action, which is required, suggested or otherwise deemed appropriate as an end product of the consulting services contract. Therefore, any consultant who contracts with a State agency to develop formal recommendations for the acquisition of IT products or services is precluded from contracting for any work recommended in the formal recommendations (formal recommendations include, among other things, feasibility studies).

### **2.2.11 Disclosure of Financial Interests**

Proposals in response to State procurements for assistance in preparation of feasibility studies or the development of recommendations for the acquisition of IT products and services must disclose any financial interests (e.g., service contract, Original Equipment Manufacturer (OEM) agreements, re-marketing agreements) that may foreseeably allow the individual or organization submitting the proposal to materially benefit from the State's adoption of a course of action recommended in the feasibility study or the acquisition recommendations. If, in the State's judgment, the financial interest will jeopardize the objectivity of the recommendations, the State may reject the proposal. See Exhibit 3, Financial Interest Disclosure, for disclosing financial interest related to this procurement.

## **2.3 Bidding Steps**

### **2.3.1 Preparation of Proposals**

Subsection 2.5.4, Competitive Bidding and Proposal Responsiveness, emphasizes the requirements of competitive bidding and contains examples of common causes for rejection of proposals. Bidders are encouraged to review this section.

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Bidder's compliance with the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Before submitting each document, the Bidder should carefully read the Proposal for errors and adherence to the RFP response requirements.

### **2.3.2 Bidders' Conference**

A Bidders' Conference will be held, during which Bidders will be afforded the opportunity to meet with State personnel and discuss the content of the RFP and the procurement process. Written questions received prior to the cutoff date for submission of such questions, as noted in the Key Action Dates specified in Section 1, INTRODUCTION, will be answered at the conference without divulging the source of the query.

Bidders are encouraged to attend the Bidders' Conference. The State may also accept oral questions during the conference and will make a reasonable attempt to provide answers prior to the conclusion of the conference. Formal answers to questions will be posted to the procurement website approximately five (5) State business days after the Bidders' Conference. If, in the State's opinion, questions asked at the conference cannot be adequately answered during the discussion, answers will be provided with the posted data. Oral answers shall not be binding on the State. A sign-in sheet will be provided to document attendance. The information from the sign-in sheet will be provided to interested parties. The time, date and location of the Bidders' Conference is included in the Key Action Dates specified in Section 1, INTRODUCTION.

### **2.3.3 Bidder's Intention to Submit a Proposal**

Bidders that want to participate in the RFP steps are encouraged to submit a notice of intention to propose on this procurement in order to receive notifications. Only those Bidders that submit a

letter stating that they intend to submit a proposal for this RFP will receive notifications regarding this procurement. The letter should identify the contact person for the solicitation process, plus his/her telephone and fax numbers and e-mail address. The State is responsible for notifying one contact person per Bidder. Information related to a Bidder will be given to the designated contact person. It shall be the Bidder's responsibility to immediately notify the Procurement Official, in writing, regarding any revisions to the information. The State shall not be responsible for proposal correspondence not received by the Bidder if the Bidder fails to notify the State, in writing, of any revisions in the contract information.

Bidders who wish to participate are asked to return the Letter of Intent to Bid (Exhibit 2) to the Procurement Official listed in Section 1, INTRODUCTION, to ensure they remain on the State of California's official list of participating Bidders. If the letter is not submitted by the date as specified in the Key Action Dates in Section 1, INTRODUCTION, or the Bidder does not participate in a bid step, the State reserves the right to drop such Bidder from the participating Bidder list, and this Bidder will not receive any further correspondence until s/he contacts the Procurement Official and indicates that s/he would like further correspondence.

#### **2.3.4 Draft Proposals**

Submission of a Draft Proposal is strongly recommended so that the Bidder may obtain the benefit of the two-step procurement process. However, Bidders are not required to submit a Draft Proposal. If Draft Proposals are submitted, Bidders must submit them by the date and time in the Key Action Dates specified in Section 1, INTRODUCTION. The Draft Proposals must be complete in all respects except that dollar cost information must be replaced by XXXs. At the sole discretion of the State, the State Evaluation Team may evaluate each Draft Proposal received by the Draft Proposal submission date specified in the Key Action Dates in Section 1, INTRODUCTION. For Draft Proposals that are evaluated the Bidder will be notified of any defects the State has noted. Draft proposals received late may be reviewed if the Procurement Official believes there is enough time and resources to do so. Notifying the Bidder of defects is intended to minimize the risk that the Final Proposal will be deemed non-compliant; however, the State will not provide any warranty that the Draft Proposal will be evaluated even if accepted for review, or that any or all defects in the Draft Proposal have been detected. Notification of defects in the Draft Proposal will not preclude rejection of the Final Proposal if undiscovered defects contained in the Draft Proposal are later found in the Final Proposal. Draft proposals marked as confidential, proprietary or as trade secret will not be reviewed and shall be returned to the Bidder.

#### **2.3.5 Confidential Discussions**

The State may conduct confidential discussions with Bidders submitting Draft Proposals that have been reviewed by the State. At the confidential discussion, the State will identify areas of the Bidder's Draft Proposal that may not be fully compliant with the requirements of the RFP and areas that are confusing to the State Evaluation Team. Oral statements made by either party during confidential discussions shall not be binding. The order in which confidential discussions will be conducted will be determined by random selection among all Bidders submitting Draft Proposals.



## **2.4 Final Proposal**

### **2.4.1 Submission of Final Proposal**

Final Proposals must be complete in all respects as required by Section 8, PROPOSAL FORMAT. A Final Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Final Proposal shall be rejected if any such defect or irregularity constitutes a material deviation from the RFP requirements. The Final Proposal must contain all costs required by Section 7, COST INSTRUCTIONS and Section 8, PROPOSAL FORMAT. Cost data, including any electronic copies (as identified in Section 8, PROPOSAL FORMAT) must be submitted under separate, sealed cover. If the cost data are not submitted under separate sealed cover, the proposal may be rejected. This section describes specific guidelines applicable to the submission of the Final Proposal to the RFP and is applicable to the new Final Proposal if all original Final Proposals are declared flawed by the Evaluation Team.

#### **2.4.1.1 Bidder's Costs**

Costs for developing Proposals are entirely the responsibility of the Bidder and shall not be chargeable to the State.

#### **2.4.1.2 Completion of Proposals**

Proposals must be complete in all respects as required by the RFP Section 8, PROPOSAL FORMAT. A Final Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. A Final Proposal shall be rejected if any defect or irregularity constitutes a material deviation from the RFP requirements. The Final Proposal must contain all costs required by the RFP sections on Cost and Proposal Format. Cost data, including any electronic copies, must be submitted under a separate, sealed cover.

Subsection 2.5.4, Competitive Bidding and Proposal Responsiveness, emphasizes the requirements of competitive bidding and contains examples of common causes for rejection of proposals. Bidders are encouraged to review this Subsection.

#### **2.4.1.3 False or Misleading Statements**

Proposals which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the Bidder may be rejected. If, in the sole opinion of the State, such information was intended to mislead the State in its evaluation of the Proposal and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the Proposal.

#### **2.4.1.4 Signature of Proposals**

A cover letter (which shall be considered an integral part of the submission) shall be signed by an individual who is authorized to bind the bidding firm contractually. The signature block must indicate the title or position that the individual holds in the firm. An unsigned Final Proposal shall be rejected.

If a Draft Proposal is submitted, it must also contain the cover letter, similarly prepared, including the title of the person who will sign and contain the signature.

#### **2.4.1.5 *Delivery of Proposals***

The Draft Proposal and Final Proposal must be submitted by the date and time specified in the Key Action Dates specified in Section 1, INTRODUCTION. If mailed, proposals must be received by the Department of General Services on or before the specified date and time. Mail or deliver proposals to the Department of General Services Procurement Official listed in Section 1, INTRODUCTION. If mailed, it is suggested that you use certified or registered mail with return receipt requested as delivery of proposals is done at the Bidder's own risk of untimely delivery, lost mail, etc.

Proposals must be received in the number of copies stated in Section 8, PROPOSAL FORMAT. Proposals must be received no later than the dates and times in the Key Action Dates specified in Section 1, INTRODUCTION. One (1) copy must be clearly marked "Master Copy". All copies of proposals must be under sealed cover, which is to be plainly marked "FINAL PROPOSAL for OSI RFP #17280" Final Proposals not received by the date and time in the Key Action Dates specified in Section 1, INTRODUCTION, will be rejected.

As required in Section 8, PROPOSAL FORMAT, all cost data must be submitted under separate, sealed cover and clearly marked "COST DATA for RFP HHSA OSI #17280". If cost data is not submitted separately sealed, the proposal may be rejected. Proposals submitted under improperly marked covers may be rejected. If discrepancies are found between two or more copies of the proposal, the proposal may be rejected. However, if not rejected, the Master Copy is the basis for resolving discrepancies.

#### **2.4.1.6 *Withdrawal and Resubmission/Modification of Proposals***

A Bidder may withdraw its Final Proposal at any time prior to the proposal submission date and time in the Key Action Dates specified in Section 1, INTRODUCTION, by submitting a written notification of withdrawal signed by the Bidder authorized in accordance with Subsection 2.4.1.4, Signature of Proposals. The Bidder may thereafter submit a new or modified proposal prior to such proposal submission date and time. Modification offered in any other manner, oral or written, will not be considered. Clarifications of Final Proposals shall not be considered to be modifications. Final Proposals cannot be changed or withdrawn after the date and time designated for receipt, except as provided in Subsection 2.4.9, Errors in the Final Proposal.

#### **2.4.2 Clarification of Final Proposals**

During the evaluation of the Final Proposal, the State Evaluation Team may ask the Bidders to clarify their submitted information but will not allow them to change their proposals.

#### **2.4.3 Flawed Final Proposals**

At the State's sole discretion, it may declare all Final Proposals to be Draft Proposals in the event that the State Evaluation Team determines that Final Proposals from all Bidders contain material deviations. Bidder may not protest the evaluation team's determination that all proposals have material deviations. If all proposals are declared noncompliant, the State will issue an addendum to the RFP and confidential discussions will be held with Bidders who submitted Final Proposals deemed drafts and are interested in continuing to be considered. Each Bidder will be notified of the due date for the submission of a new Final Proposal to the State. This submission must conform to the requirements of the original RFP, and as amended by any subsequent addenda.

The new Final Proposals will be evaluated as required by Section 9, EVALUATION OF PROPOSALS.

#### **2.4.4 Confidentiality**

The contents of all proposals, including correspondence, agenda, memoranda or any other medium that discloses any aspect of a Bidder's Final Proposal will be held in confidence by the State, but only until the notice of intent to award has been issued. Bidders should be aware that marking any portion of a Final or Draft Proposal as "confidential", "proprietary" or "trade secret" shall exclude it from evaluation or consideration for award, unless specifically approved by the State in writing prior to submission of the Final or Draft Proposal. Even providing such Proposal is accepted for evaluation by the State, such markings in a Proposal will not keep that document from being released as part of the public record after notice of intent to award, unless a court of competent jurisdiction has ordered the State not to release the document. The content of all working papers and discussions relating to the Bidder's Draft Proposal, if retained, shall be held in confidence indefinitely unless the public interest is best served by an item's disclosure because of its direct pertinence to a decision, agreement or the evaluation of the proposal. Any disclosure of State confidential information by the Bidder is a basis for rejecting the Bidder's proposal and ruling the Bidder ineligible for further participation.

Maintaining the confidentiality of information that is designated as confidential by the State is paramount; it cannot be over-emphasized.

#### **2.4.5 Sealed Cost Data Openings**

Final Proposals will not have their sealed cost data envelopes opened until the State has evaluated and scored the technical and administrative submission. Cost Proposals will only be opened for responsive proposals from responsible Bidders. On the date of the cost opening, the State will post a summary of the points awarded to each Bidder. This summary will be provided to all the Bidders and the public in attendance at the cost opening as well as persons who request the summary.

#### **2.4.6 Rejection of Proposals**

The State may reject any or all proposals and waive any immaterial deviation or defect in a proposal. The State's waiver of any immaterial deviation or defect shall in no way modify the RFP documents or excuse the Bidder from full compliance with the RFP specifications if awarded the contract.

#### **2.4.7 General**

Final Proposals will be evaluated according to the procedures contained in Section 9, EVALUATION OF PROPOSALS.

#### **2.4.8 Evaluation Questions**

During the evaluation and selection process, the State may require a Bidder's representative to answer specific questions and provide clarification, as long as the answers and clarification are in writing.

### **2.4.9 Errors in the Final Proposal**

An error in the Final Proposal may cause the rejection of that proposal; however, the State, in its sole discretion, may retain the proposal and make certain corrections. In determining if a correction will be made, the State will consider the conformance of the proposal to the format and content required by the RFP and any unusual complexity in the format and content required by the RFP.

The State, in its sole discretion, may correct obvious clerical errors.

The State, in its sole discretion, may correct discrepancy and arithmetic errors on the basis that, if intent is not clearly established by the complete proposal submittal, the Master Copy shall have priority over additional copies; the Proposal Master Copy narrative shall have priority over the cost sheets. If necessary, the extensions and summary will be recomputed from the lowest level of detail, even if the lowest level of detail is obviously misstated. The total price of unit-price items will be the product of the unit price and the quantity of the item. If the unit price is ambiguous, unintelligible, uncertain for any cause, or is omitted, it shall be the amount obtained by dividing the total price by the quantity of the item.

If a Bidder does not follow the instructions for computing costs not related to the contract (e.g., State personnel costs), the State may reject the proposal, or in its sole discretion, re-compute such costs based on instructions contained in the RFP.

The State may at its sole option correct errors of omission and, in the following three situations, the State will take the indicated actions if the Bidder's intent (as determined by the State) is not clearly established by the complete proposal submittal.

1. If an item is described in the narrative and omitted from the cost data provided in the proposal for evaluation purposes, it will be interpreted to mean that the item will be provided by the Bidder at no cost.
2. If an item is not mentioned at all in the proposal, the proposal will be interpreted to mean that the Bidder does not intend to supply that item.
3. If an item is omitted and the omission is not discovered until after contract award, the Bidder shall be required to supply that item at no cost.

The determination of whether an item is minor or major will be the responsibility of the State.

**It is absolutely essential that Bidders carefully review the cost elements in their Final Proposal.**

### **2.4.10 Contract Award**

Award of contract, if made, will be in accordance with Section 9, EVALUATION OF PROPOSALS, to a responsible Bidder whose Final Proposal complies with the requirements of the RFP and any addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within 180 calendar days after the scheduled date for the Contract Award as set forth in Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates,

unless a protest is received. If a protest is received, the Award, if made, will be made within 180 calendar days after the protest is resolved.

The State reserves the right to modify or cancel in whole or in part its RFP prior to contract award.

#### **2.4.11 Debriefing**

A debriefing will be held after Contract Award at the request of any Bidder for the purpose of receiving specific information concerning the evaluation. The discussion will be based primarily on the technical and cost evaluations of the Bidder's Final Proposal. A debriefing is not the forum to challenge the RFP specifications or requirements.

### **2.5 Other Information**

#### **2.5.1 Protests**

There are two types of protests, requirements protests and award protests. Protests regarding any issue other than selection of the "successful Bidder" are requirements protests and will be heard and resolved by the Deputy Director of the Department of General Services Procurement Division, whose decision will be final.

##### **2.5.1.1 Requirements (Initial) Protest**

Before a protest is submitted regarding any issue **other than** selection of the 'successful Bidder,' the Bidder must make full and timely use of the procedures described in 'Subsection 2.2.5, The Bidder should carefully examine the entire RFP and any issued addenda and all related materials and data referenced in this RFP or otherwise available to the Bidder, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work. Specific conditions to be examined are listed in Section 3, ADMINISTRATIVE REQUIREMENTS, and Section 6, TECHNICAL APPROACH.

Questions Regarding the RFP and Subsection 2.2.6, Request to Change the Requirements of the RFP, to resolve any outstanding issues between the Bidder and the State. This procurement procedure is designed to give the Bidder and the State adequate opportunity to submit questions and discuss the requirements before the Final Proposal is due. The protest procedure is made available in the event that a Bidder cannot reach a fair agreement with the State after exhausting these procedures. There are two types of protests, requirements protests and award protests. A protest shall be submitted according to the procedure below. Protests regarding any issue other than selection of the successful Bidder are requirements protests and will be heard and resolved by the Deputy Director of the Department of General Services, Procurement Division, whose decision will be final.

All protests of the RFP requirements or procedures must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the respective time and date in the Key Action Dates specified in Section 1, INTRODUCTION, for such protests.

##### **2.5.1.2 Award Protest**

This solicitation/acquisition is being conducted under the provisions of the Alternative Protest Process (Public Contract Code Section 12125, et seq.) By submitting a bid or proposal to this solicitation, the bidder consents to participation in the Alternative Protest Process, and agrees

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**Implementation Phase Systems Engineering**

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that all protests of the proposed award be resolved by binding arbitration pursuant to the California Code of Regulations, Title 1, Division 2, Chapter 5 (included in this solicitation, Exhibit 15). Section 10, CONTRACT, requires a completed and signed Standard Form 213, Standard Agreement, for IT Goods/Services Only. Section 10, CONTRACT, contains the Standard Form 213 to be used for this RFP.

Further information can be found at the following website:

<http://www.oah.dgs.ca.gov/Laws/bidprotestRegs.htm#1400.Purpose>

During the period of protest of award any participating bidder may protest the proposed award on the following grounds:

1. For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting bidder's bid should have been selected; or
2. For any other acquisition – that the protesting bidder's bid or proposal should have been selected in accordance with the selection criteria in the solicitation document.

Submit Notices of Intent to Protest to the Coordinator at:

Alternative Protest Process Coordinator  
Department of General Services  
Procurement Division  
Purchasing Authority Management Section  
707 3rd Street  
West Sacramento, CA 95605  
Voice (916) 375-4587  
Fax (916) 375-4611

Within seven (7) working days after the last day to submit a Notice of Intent to Protest, a protesting bidder must submit a signed, written detailed statement of protest, filing fee and deposit, as applicable, to the Coordinator. Untimely submission of the written detailed statement of protest waives bidder's right to protest.

A Notice of Intent to Award for this solicitation will be publicly posted in the Procurement Division reception area and via facsimile to any bidder who made a written request for notice and provided a facsimile number.

Bidder is to send the notice of protest to:

Alternative Protest Process Coordinator  
Department of General Services  
Procurement Division  
Purchasing Authority Management Section  
707 3rd Street  
West Sacramento, CA 95605

Voice (916) 375-4587  
Fax (916) 375-4611

A written Notice of Intent to Protest the proposed award of this solicitation must be received (facsimile acceptable) by the Coordinator before the close of business on the second day following public posting. Failure to submit a timely, written Notice of Intent to Protest waives bidder's right to file a protest.

Within seven (7) working days after the last day to submit a Notice of Intent to Protest, a protesting bidder must submit a signed, written detailed statement of protest, filing fee and deposit, as applicable, to the Coordinator. Untimely submission of the written detailed statement of protest waives bidder's right to protest.

Protest bond requirement: bond amount for this Alternative Protest Pilot Project shall be ten percent (10%) of the estimated contract value. See California Code of Regulations, Title 1, Section 1418.

### **2.5.2 News Releases**

News releases or any publications relating to a contract resulting from this RFP shall not be made without prior written approval of the Procurement Official listed in Section 1, INTRODUCTION.

### **2.5.3 Disposition of Proposals**

All materials submitted in response to this RFP upon submission are the property of the State of California and will be returned only at the State's option and at the Bidder's expense. At a minimum, the Master Copy of the Final Proposal shall be retained for official files and will become a public record after the Notification of Intent to Award as specified in the Key Action Dates specified in Section 1, INTRODUCTION. However, materials the State considers in its sole opinion to be confidential information (such as confidential financial information submitted to show bidder responsibility) will be returned upon the request of the Bidder.

### **2.5.4 Competitive Bidding and Proposal Responsiveness**

Competitive bidding is not defined in any single statute but is more in the nature of a compendium of numerous court decisions. From such court decisions, the following rules have evolved, among others:

1. The RFP must provide a basis for full and fair competitive bidding among Bidders on a common standard, free of restrictions that would tend to stifle competition.
2. The State may modify the RFP, prior to the date fixed for Contract Award, by issuance of an addendum to all parties who are Bidders.
3. To be considered a valid proposal, the proposal must respond and conform to the invitation, including all the documents, which are incorporated therein. A proposal which does not literally comply may be rejected.

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4. In order for a bid to be rejected for a deviation, the deviation must be deemed to be of a material nature.
5. State agencies usually have the express or implied right to reject any and all proposals in the best interests of the State. Proposals cannot, however, be selectively rejected without cause.
6. Proposals cannot be changed after the time designated for receipt and opening thereof. No negotiation as to the scope of the work, amount to be paid or contractual terms is permitted. However, this does not preclude the State from clarifying the Bidder's intent by asking questions and considering the answers.
7. A competitive proposal, once opened and declared, is in the nature of an irrevocable option and a contract right of which the public agency cannot be deprived without its consent, unless the requirements for rescission are present. All proposals become public documents.
8. Proposals cannot be accepted "in part," unless the invitation specifically permits such an award.
9. Contracts entered into through the competitive bidding process cannot later be amended, unless the RFP includes a provision, to be incorporated in the contract awarded, providing for such amendment.

Since competitive procurement became the required method for securing certain IT goods or services, the State has received a number of proposals which were deemed to be non-responsive to the requirements of an RFP or which could not be considered as valid proposals within the competitive bidding procedures. Non-responsive proposals or proposals which contain qualification statements or conditions must be rejected. Many of the causes for rejection arise from either an incomplete understanding of the competitive bidding process or administrative oversight on the part of the Bidders. The following examples are illustrative of more common causes for rejection of proposals. These examples are listed solely to assist potential Bidders in submission of responsive proposals and should not be considered an exhaustive list of all potential reasons for rejection.

1. A proposal stated, "The prices stated within are for your information only and are subject to change."
2. A proposal stated, "This proposal shall expire ninety (90) days from this date unless extended in writing by the \_\_\_\_\_ Company." (In this instance award was scheduled to be approximately 90 days after the proposal submittal date.)
3. A proposal for lease of IT equipment contained lease plans of a duration shorter than that, which had been requested in the RFP.
4. A personal services contract stated, "\_\_\_\_\_, in its judgment, believes that the schedules set by the State are extremely optimistic and probably unobtainable. Nevertheless, \_\_\_\_\_ will exercise its best efforts..."
5. A proposal stated, "This proposal is not intended to be of a contractual nature."



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6. A proposal contained the notation “prices are subject to change without notice.”
7. A proposal was received for the purchase of IT equipment with unacceptable modifications to the Purchase Contract.
8. A proposal for lease of IT equipment contained lease plans of a duration longer than that which had been requested in the RFP with no provision for earlier termination of the contract.
9. A proposal for lease of IT equipment stated, “...this proposal is preliminary only and the order, when issued, shall constitute the only legally binding commitment of the parties.”
10. A proposal was delivered to the wrong office.
11. A proposal was delivered after the date and time specified in the RFP.
12. An RFP required the delivery of a performance bond covering 50 percent of the proposed contract amount. The proposal offered a performance bond to cover “x” dollars which was less than the required 50 percent of the proposed contract amount.
13. A proposal did not meet the contract goal for Disabled Veterans Business Enterprise (DVBE) participation and did not follow the steps required by the proposal to achieve a “good faith effort”.
14. A proposal appeared to meet the contract goal for DVBE participation with the dollars submitted, but the Contractor had miscalculated the proposal costs. When these corrections were made by the State, the Contractor’s price had increased and the dollars committed for DVBE participation no longer met the goal. The Contractor had not followed the steps to achieve a “good faith effort” maintenance and operations.

### **3 ADMINISTRATIVE REQUIREMENTS**

#### **3.1 Introduction**

This section provides the Administrative Requirements that Bidders must comply with in order to be deemed responsive and responsible. Bidders will demonstrate that they have the resources, experience, and certifications required to increase the likelihood of successfully completing the resulting Contract. The section also includes and provides information about other Administrative Requirements (i.e., DVBE Participation Requirement, Small Business Preference, etc.).

The Administrative Requirements are classified as either Mandatory or Optional. Bidders must comply with the mandatory requirements. Bidders are not required to comply with the optional requirements. By submitting a proposal and signing the Cover Letter (Subsection 8.6.1.1.1 – Cover Letter) and Proposal Transmittal Form (Exhibit 11), the Bidder agrees to comply with all the mandatory Administrative Requirements.

#### **3.2 Bidder Responsibility [Mandatory]**

Prior to award of the Contract, the State must be assured that the Bidder selected has all of the resources to successfully perform under the Contract. This includes, but is not limited to, Contractor Staff in the numbers and with the skills required, financial resources sufficient to complete performance under the contract, and experience in similar endeavors.

If, during the evaluation process, the State is unable to assure itself of the Bidder's ability to perform under the contract, if awarded, the State has the option of requesting from the Bidder any information that the State deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be so notified and will be permitted approximately five (5) business days to submit the information requested.

#### **3.3 Insurance Requirements [Mandatory]**

The Bidder must maintain in force (as required by State law) a valid Worker's Compensation Insurance Policy for all employees engaged in the performance of the Contract and agree to furnish the State satisfactory evidence thereof at the time of Final Proposal submittal and at any time during the term of the Contract the State may so request.

#### **3.4 Disabled Veteran Business Enterprise (DVBE) Program Requirement [Mandatory]/DVBE Incentive Program [Optional]**

##### **3.4.1 Disabled Veteran Business Enterprise (DVBE) Program Requirement [Mandatory]**

The Bidder's Final Proposal must contain the completed forms from Department of General Services' website depending on the option the bidder chooses for DVBE participation. To review the instructions and complete the appropriate form(s), see <http://www.pd.dgs.ca.gov/dvbe/default.htm>.

For this procurement, the State has a DVBE goal of three percent (3%) of the sum of Total Annual Contract Cost less Reimbursable Travel Costs proposed in response to the requirements of this RFP (see Section 7, COST INSTRUCTIONS, Subsection 7.3.1, Pay Rates for Contractor

Staff Proposed). Failure to comply with the DVBE participation requirement may cause the Bidder's proposal to be considered non-responsive and ineligible for Contract Award.

To meet this requirement, the Bidder must do at least one of the following:

- Meet the contract goal of three percent (3%) of the sum of Total Annual Contract Cost less Reimbursable Travel Costs (see Exhibit 10, Cost Tables, Table 30, Cost Summary, column entitled "Total Amount Subject to DVBE" in the proposal).
- Provide documentation as prescribed to show that the Bidder has done a "Good Faith Effort".
- Provide evidence that the Bidder has an approved DVBE Utilization Plan with the Department of General Services, Procurement Division.

At the time that a Bidder submits the Draft Proposal, the Bidder may not have calculated the DOLLAR AMOUNT of the Total Annual Contract Cost less Reimbursable Travel Costs proposed in response to the requirements of this RFP. For this reason, if the Bidder claims to meet the DVBE goal in the Draft Proposal, the Bidder shall identify a percent figure of three percent as XX%. This percentage will be identified on the DVBE Participation Summary Form (STD 840 Revised 1/2005) in the column marked "CLAIMED DVBE VALUE" and submitted only as part of the Bidder's separately sealed Cost Proposal as part of the FINAL PROPOSAL. NOTE: IF THE DRAFT PROPOSAL IS SUBMITTED CONTAINING ANY DOLLAR AMOUNT, THIS MAY CAUSE THE BIDDER'S DRAFT PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR CONTRACT AWARD.

At the time that a Bidder submits the Final Proposal, the Bidder will have to calculate the DOLLAR AMOUNT of the Total Annual Contract Cost less Reimbursable Travel Costs proposed in response to the requirements of this RFP. For this reason, the Bidder shall identify the actual dollar amount (three percent [3%] or more of the sum of Total Annual Contract Cost less Reimbursable Travel Costs) representing the rate of participation for each proposed DVBE subcontractor. This data shall be identified on the DVBE Participation Summary Form (STD 840 Revised 1/2005) in the column marked "CLAIMED DVBE VALUE" and submitted only as part of the Bidder's separately sealed cost Proposal. DOLLAR AMOUNTS SHALL ONLY APPEAR IN THE BIDDER'S SEALED FINAL COST PROPOSAL. IF THE NON-COST PORTION OF THE FINAL PROPOSAL IS SUBMITTED CONTAINING ANY DOLLAR AMOUNTS, THIS MAY CAUSE THE BIDDER'S FINAL PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR CONTRACT AWARD.

If Bidder claims DVBE participation, proof of DVBE participation must be provided with each invoice submitted (see Section 10, CONTRACT, Subsection 10.3.1, Invoice and Payment).

### **3.4.2 Disabled Veteran Business Enterprise (DVBE) Incentive [Optional]**

State law has required that State contracts have participation goals of three percent (3%) for Disabled Veteran Business Enterprises (DVBE) on each awarding department's annual expenditures. Additionally, effective January 1, 2006, a new law (Senate Bill 115) revised the Military and Veterans Code Section 999.5(a) to provide an "incentive" for California certified DVBE participation in State contracts. The incentive for this procurement provides additional points to the non-technical (cost) score for those bidders that achieve at least one percent (1%)

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California certified DVBE participation. Participation incentive will be rewarded based on Table 2, DVBE Incentive Point Scale, below.

**NOTE: THIS STATUTE CHANGE DOES NOT PRECLUDE THE REQUIREMENT TO MEET THE 3% DVBE PARTICIPATION GOAL AND/OR PERFORM A “GOOD FAITH EFFORT” (SEE SUBSECTION 3.4.1, DVBE PROGRAM REQUIREMENT [MANDATORY]) FOR MORE INFORMATION).**

In accordance with Section 999.5(a) of the Military and Veterans Code, an incentive will be given to bidders who provide DVBE participation. For evaluation purposes only, the State shall apply an incentive to proposals that include California certified DVBE participation as identified on the Bidder Declaration GSPD-05-105, <http://www.documents.dgs.ca.gov/pd/delegations/pac021606.htm>, and confirmed by the State. This form allows bidders to identify if they are a DVBE and/or identify DVBE subcontractors, their proposed contract function, and the corresponding percentage of participation.

To meet the required minimum DVBE participation and to obtain an optional DVBE participation incentive, the bidder must also complete STD. 840, Documentation of DVBE Program Requirements, <http://www.documents.dgs.ca.gov/pd/delegations/STD840.doc>, and STD 843, DVBE Declarations, <http://www.documents.dgs.ca.gov/pd/delegations/pac021606.htm>. The incentive amount for evaluation purposes is based on the amount of DVBE participation obtained. The incentive is only given to those bidders who are responsive to the DVBE Program Requirement and propose DVBE participation in the resulting contract.

**NOTE: The State has a DVBE goal of three percent (3%). If a Bidder claims less than 3% DVBE participation, a “Good Faith Effort” must also be documented in order to be deemed responsive to the DVBE program requirements.**

**Table 2. DVBE Incentive Point Scale**

<b>Confirmed DVBE Participation of:</b>	<b>DVBE Incentive</b>
Over 3%	10% (of cost points)
3%	7% (of cost points)
2% up to 2.99%	5% (of cost points)
1% up to 1.99%	3% (of cost points)
Less than 1%	0%

### **3.5 Corporate References [Mandatory]**

The Bidder must provide information for three (3) corporate reference accounts for projects that were under contract and active within the past five (5) years for whom the Bidder/Subcontractor has been awarded a contract. Bidder must have performed the work for at least twelve (12) months prior to bid submittal, and have either directly been engaged in the Design, Development and Implementation (DDI) of an IT system comparable in size and complexity to CMIPS II, or overseen the implementation of DDI by performing work similar to that identified in the Statement of Work of this RFP (see Section 4, STATEMENT OF WORK). A system comparable in size and complexity is defined as having at least one thousand (1,000) system

users and a total contract cost of at least \$20 million. Additionally, one of the three (3) corporate references must have implemented a system with users that are geographically disbursed in at least ten (10) separate locations.

The description of each reference account must include the following items:

- Project Organization Name
- Corporate Reference Contact: Provide name, title, address, current telephone number, and email address for contact person who will serve as a single point of contact.
- Name of Contractor: Indicate whether the work was performed as primary contractor or as a subcontractor. Indicate the percent of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress).
- Project Information to include:
  - Project Name
  - Brief Project Description
  - Indicate actual start and end dates (if completed), from contract award through contract termination.
- Description of Work: Provide a description of the type of contract and the overall responsibilities to include project management, requirements analysis, system design, system development, testing, implementation, maintenance, operations, and performance monitoring, as applicable.

Each reference must be for a separate project. These reference accounts must be external to the Bidder's/Subcontractor's organization, including any parent companies and subsidiary companies, and be for a paying customer. The Bidder is responsible for submitting the required Reference information on the Corporate Reference Form, Exhibit 12A.

The Bidder is responsible for ensuring that the references are aware of the State's required contact and the questions listed in Section 9, Subsection 9.4.2, Corporate Reference Scoring will be asked by the State's Evaluation Team. If the State cannot contact the primary point of contact within five (5) business days of the first contact attempt, the State will notify the Bidder and the Bidder must provide another contact within two (2) business days. If the State cannot verify corporate references, the State shall deem the Bidder's final proposal as being non-responsive and subject to rejection.

### **3.6 Subcontractors [Mandatory]**

The State, upon Award of Contract, will notify subcontractors listed in Exhibit 8, Subcontractors, of their participation in the Contract. The Bidder is encouraged to notify the subcontractors immediately after contract award. In addition, the Bidder shall, at the State's request, provide written verification from any or all subcontractors of their participation and solicit any additional information that may be deemed necessary to complete the bid evaluation process.

A subcontractor is any person, partnership, or company not in the employment of or owned by the Contractor that will be performing services or providing goods under the Contract. Utilities, telephone, and facility property managers are not considered subcontractors.

The Bidder shall complete Exhibit 7, Subcontractors, specifying which subcontractors will be used.

The responsibility and liability for subcontractor coordination, control, and performance shall rest with the Contractor. The Contractor will be responsible for the completion of any work that has been subcontracted. Subcontractors shall meet all prerequisites and standards and shall adhere to the same operational standards and requirements as the Contractor, as specified in the RFP. The Contractor must notify all subcontractors of all Terms and Conditions. After the execution of the Contract, the Contractor shall obtain written approval from the State Project Manager prior to subcontracting the performance of any required service that was not included in their Final Proposal.

The Bidder's Proposal shall include background information about any subcontractor that will be providing services required by the RFP. This background information shall include project organizational charts that clearly specify the roles and responsibilities of each subcontractor and the qualification of each subcontractor to provide designated services under the contract. At a minimum, the Bidder shall include the following information in its Proposal for each subcontractor:

- Subcontractor name and address, corporate/company director name, position in the company, phone, FAX, Email address and primary contact name.
- Each specific service(s) the subcontractor shall be performing, citing the specific RFP Section(s) and Subsection(s).
- Description of the company's relevant subcontractor qualifications, capabilities, and resources.
- A commitment to establish and execute a contingency plan should the proposed subcontractor fail to perform.
- A commitment to assure subcontractor compliance with the security and confidentiality requirements set forth in this RFP.

### **3.7 Bidding Preferences [Optional]**

The following provisions provide information on the various bidding preferences. If the bidding preferences are claimed and granted, they will provide bidders with additional points and be a factor in the determination of the proposed awardee. All Bidders shall complete and submit Exhibit 8, Preferences Claimed.

NOTE: Bidders are not required to apply for the bidding preferences (Small Business, LAMBRA, TACPA, or EZA). If these preferences are claimed and not granted, Bidders will not be subject to the rejection process.

Contracts awarded with applied preferences will be monitored throughout the life of the Contract for compliance to statutory, regulatory, and contractual requirements.

#### **3.7.1 Small Business Preference [Optional]**

California Certified Small Businesses are desired and encouraged to participate in this RFP. Section 14835, et seq. of the Government Code requires a 5% preference be given to Bidders who qualify as a California Certified Small Business. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in the California Code of Regulations, Title 2, Section 1896, et seq. A copy of the regulations is available upon request from the Office of Small Business and Disabled Veteran Business Certification (OSBDC).

To claim the small business preference, the firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the OSBDC by 5:00 p.m. on the date the Final Bid is due, and be verified by such office. Questions regarding the preference approval process should be directed to the OSBDC at (916) 375-4940.

The small business preference is applied to the total points scored during the evaluation and shall be computed as follows: if a non-small business has submitted the proposal that has earned the highest point count, a preference equal to 5% of that total point count shall be computed and shall constitute the small business preference points, per Government Code 14838.b.3.2. The preference points shall be added to the total points of all responsive California Certified Small Business Bidders.

The Bidder shall submit in the Draft and Final Proposals a copy of the California Certified Small Business approval letter from the Department of General Services (DGS). The letter must include the Bidder's Small Business number to claim this preference.

### **3.7.2 California Certified Small Business Subcontractor Preference**

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the small business subcontractor preference, the proposal response must include a list of the California certified small business(es) with whom Bidder commits to subcontract in an amount of at least twenty-five percent (25%) of the net proposal price with one or more California certified small businesses. Each listed California certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code, Section 14837(d)(4).

The required list of California certified small business subcontractors must be attached to the bid response and must include the following: 1) subcontractor name; 2) address; 3) phone number; 4) a description of the work to be performed; 5) the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor; and (6) a copy of their Small Business Certification.

If subcontractor(s) is not yet a California certified small business, completed certification applications and required support documents must be submitted to the OSBDC no later than 5:00 p.m. on the Final Proposal due date and be verified by OSBDC. Questions regarding certification should be directed to the OSBDC at (916) 375-4940.

### **3.7.3 New Information Regarding Small Businesses**

If your firm is a California certified small business, in accordance with Assembly Bill 669, your company must address specific aspects of the Legislation that requires California certified small businesses to perform a "commercially useful function" as defined by Government Code Section 14837, 14838.6, 14839, 14842, and 14842.5. Therefore, you must provide written documentation that:

- Your company is responsible for the execution of a distinct element of the work of the contract.
- You carry out its obligation by actually performing, managing, or supervising the work involved.
- You perform work that is normal for your business services and functions.

- Your company is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a commercially useful function if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in the transaction, contract, or project through which funds are passed in order to obtain the appearance of small business or micro business participation. Provide proof that this statement does not pertain to your company's potential involvement in this procurement.

#### **3.7.4 Local Agency Military Base Recovery Act (LAMBRA) [Optional]**

California Government Code Section 7118, et seq. provides that California-based companies may be granted preferences when bidding on State contracts in excess of \$100,000 if they qualify and apply for the LAMBRA preference. For more information on the LAMBRA preference, refer to the following website link: <http://pd.dgs.ca.gov/edip/lambra.htm>.

Bidders desiring to claim this preference must complete and submit a fully executed copy of the Standard Form 832 and GSPD forms 525 and 526, with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>

<http://www.documents.dgs.ca.gov/pd/modellang/mfgsum-1001.pdf>

<http://www.documents.dgs.ca.gov/pd/edip/bidsum1001.pdf>

Bidder's questions regarding this preference are to be directed to DGS, Procurement Division, Dispute Resolution and Preference Programs at (916) 375-4611.

#### **3.7.5 Target Area Contract Preference Act (TACPA) [Optional]**

Target Area Contract Preference will be granted to California-based bidders in accordance with Government Code Section 4530, et seq., whenever contracts for goods or services are in excess of \$100,000 and the Bidder meets certain requirements as defined in the California Administrative Code (Title 2, Section 1806.30 et seq.) regarding labor needed to provide the goods and services being procured. For more information on the TACPA preference, refer to the following website link: <http://pd.dgs.ca.gov/edip/tacpa.htm>.

Bidders desiring to claim this preference must complete and submit a fully executed copy of the Standard Form 830 and GSPD forms 525 and 526, with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>

<http://www.documents.dgs.ca.gov/pd/modellang/mfgsum-1001.pdf>

<http://www.documents.dgs.ca.gov/pd/edip/bidsum1001.pdf>

Bidder's questions regarding this preference are to be directed to DGS, Procurement Division, Dispute Resolution and Preference Programs at (916) 375-4611.

#### **3.7.6 Enterprise Zone Act (EZA) [Optional]**

Enterprise Zone Act Preference will be granted to California-based bidders in accordance with Government Code Section 7070, et seq., whenever contracts for goods or services are in excess



of \$100,000 and the Bidder meets certain requirements as defined in the California Administrative Code (Title 2, Section 1806.30 et. seq.) regarding labor to provide the goods and services being procured. For more information on the EZA preference, refer to the following website link: <http://www.pd.dgs.ca.gov/edip/eza.htm>.

Bidders desiring to claim this preference must complete and submit a fully executed copy of the Standard Form 831S and GSPD forms 525 and 526, with their Final Proposal, which can be found at:

<http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>

<http://www.documents.dgs.ca.gov/pd/modellang/mfgsum-1001.pdf>

<http://www.documents.dgs.ca.gov/pd/edip/bidsum1001.pdf>

Bidder's questions regarding this preference are to be directed to DGS, Procurement Division, Dispute Resolution and Preference Programs at (916) 375-4611.

### **3.8 Certification To Do Business In The State Of California [Mandatory]**

The Bidder must be certified with the California Secretary of State to do business in the State of California. If the Bidder does not currently have this certification, the Bidder must be certified before Contract Award can be made. If this is the case, the Bidder must provide information to support that they have submitted an application and provide the status of its application to be certified to do business in the State of California in the Final Proposal submission.

A proposal that does not contain the above information, or if the information is later proven false, shall be considered non-responsive and rejected by the State.

### **3.9 Payee Data Record [Mandatory]**

A completed Payee Data Record form must be returned with the Draft and Final Proposals with original signatures. Refer to the following website: <http://www.osp.dgs.ca.gov/default.htm>

## 4 STATEMENT OF WORK

### 4.1 Introduction

The purpose of this procurement is to obtain proposals from responsible firms that can provide highly qualified Contractor Staff to perform a variety of information technology tasks related to oversight and support of CMIPS II design, development, and implementation. The Bidder **must** propose one person for each and every position included in the RFP. The State will evaluate Contractor Staff on a position-by-position basis, as described in Section 9, EVALUATION OF PROPOSALS.

### 4.2 Project Organization

#### 4.2.1 CMIPS II State Project Functional Organization

See Exhibit 14, CMIPS II Proposed State Project Functional Organization Chart.

##### 4.2.1.1 *Implementation Phase Systems Engineering Contractor Team*

The Implementation Phase Systems Engineering Contractor Team consists of nine (9) positions as identified in Subsection 4.3.1, Project Management Advisor through Subsection 4.3.9, Project Scheduler below. These consultant positions have been established to provide special expertise for the following purposes:

- Supporting State staff in the performance of their responsibilities relative to the CMIPS II Contract.
- Monitoring CMIPS II Contractor activities and review associated CMIPS II Contract work products and deliverables to ensure that State objectives are met relative to work performed under the CMIPS II Contract.
- Assessing system change requests and their associated impacts from business change management, system engineering, and project management perspectives.
- Participating in risk identification and mitigation activities.
- Facilitating issue resolution.

### 4.3 Contractor Staff

Requirement(s):

- Each project Contractor Staff position listed below is considered Contractor Staff and includes a description of the responsibilities, duties, and minimum experience required of each Contractor Staff position.
- The Contractor shall submit to the State Project Manager resumes for all Contractor Staff. All resumes shall be in the format described below:

Proposed Contractor Staff Position Title

Proposed Resource Name

List each Mandatory Minimum Qualification (MQ) for the position and identify:

Applicable Work Experience that meets the MQ

Duration (in months)

Start and end dates (in mm/yy format)

Reference Contact Information to include:

Name of Contact

Title of Contact

Company Name

Company Address

Telephone Number

- The resume shall also include client references for all of the proposed Contractor Staff for all projects for at least the last three (3) years to five (5) years. Client references provided must be for work started in or subsequent to 1999. The CMIPS II Project Office reserves the right to validate Contractor Staff experience through reference checks. The Staff specified in the Contractor's Final Proposal shall be the same Contractor Staff who shall carry out the work of the Contract unless otherwise approved by the State Project Manager as described in Subsection 4.4, Staffing Changes.
- The Contractor shall obtain prior approval from the State Project Manager for any Contractor Staff member that plans to be unavailable to the project for more than five (5) business days (e.g., vacation, training etc.).

#### **4.3.1 Project Management Advisor**

The Project Management Advisor, one (1) full-time position for duration of the Contract, is responsible for ensuring that CMIPS II Contractor project management plans (including work plans, staffing plans, and all supporting plans), activities and reporting are consistent with project management standards and best practices agreed to in the CMIPS II Contract. In addition, the Project Management Advisor is responsible for monitoring, overseeing and supporting State project management activities to help ensure consistency with OSI project management best practices as well as successful integration with CMIPS II Contractor project management activities. The Project Management Advisor reports directly to the CMIPS II Project Manager and is responsible for ensuring that all tasks in the work plans are executed in keeping with the schedules and requirements. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Project Management Advisor will perform the following tasks:

- Oversee and ensure consistency of State and Contractor CMIPS II project management plans, work plans, schedules, milestones, deliverables, staffing plans, resource utilization and milestones.
- Monitor execution of all project plans and performance reporting against those plans, including project metrics and status.
- Assist in developing State project work products.
- Oversee project risk management, risk mitigation, and contingency planning.

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- Monitor project issue and change management activities and provide related process flow metrics.
- Support oversight activities of Department of Finance (DOF), California Department of Social Services (CDSS), or others as directed by HHSA OSI.
- Coordinate issue identification and resolution activities among stakeholders, CMIPS II and State Support Contractors, County and CDSS customers, and project staff.
- Participate in risk management activities associated with State and county business requirements, including risk identification, mitigation, and contingency planning.
- Review and recommend approval/disapproval of all CMIPS II and State Support Contractor deliverables prior to State acceptance.
- Possess and exercise excellent written and verbal communication skills.
- Summarize activities in a written bi-weekly status report, using the template provided in Exhibit 9, Status Report Template, which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan work breakdown structure (WBS) code and task name to facilitate validation and approval.

Requirement(s):

The Project Management Advisor shall have at least the Minimum Qualifications defined in Table 3 and as many Desired Qualifications as possible.

**Table 3. Project Management Advisor Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.1, Project Management Advisor, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in Software Life Cycle processes – Risk Management adhering to standards defined in IEEE 1540-2001.	3 years	5 years
Possession of a Project Management Institute (PMI) Project Management Professional (PMP) Certificate.	n/a	Yes
Possession of ITIL Foundation Certification.	n/a	Yes
Experience developing and maintaining project work plans using Microsoft Project or similar project management tool.	n/a	5 years
Project management experience in State programs.	n/a	5 years
Project management experience in statewide projects involving county-based implementation of an information technology solution.	n/a	5 years

### **4.3.2 Business Change Management (BCM) Analyst**

The Business Change Management (BCM) Analyst, one (1) full-time position for duration of the Contract, shall assist the project in conducting Work Groups to define, document, and validate business requirements and process flows during the design, development and implementation of CMIPS II. For work group meetings, the contractor shall prepare a communications plan, agendas, and minutes. The BCM Analyst shall facilitate meetings and help consolidate work group efforts into final work products. In particular, the BCM Analyst will be responsible for facilitating efforts to achieve consensus, where practicable, among diverse State and County program representatives in defining CMIPS II business requirements and process flows as well as for determining under what circumstances differences should legitimately occur. As needed, the BCM Analyst will submit change requests to the Project Change Management Board (PCMB) to reflect work group findings. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The BCM Analyst will perform the following tasks:

- Coordinate county Business Change Management Work Group reviews of present and future CMIPS II business requirements and process flows.
- Assist State and county representatives in documenting existing versus proposed business requirements and process flows.
- Capture and track county issues resulting from work group sessions and review of related Contractor deliverables.
- Perform gap and/or impact analyses for key business requirement or process flow issues.
- Facilitate State and County workload impact estimates associated with proposed business process flows, and recommend alternative business processes as directed by the State Project Manager.
- Participate in risk management activities associated with State and county business requirements, including risk identification, mitigation, and contingency planning.
- Review and recommend approval/disapproval of all Contractor business requirements and process flow related deliverables prior to State acceptance.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The BCM Analyst shall have at least the Minimum Qualifications defined in Table 4 and as many Desired Qualifications as possible.

**Table 4. BCM Analyst Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.2, Business Change Management (BCM) Analyst, for a large integration	3 years	5 years

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EXPERIENCE	MINIMUM	DESIRED
project comparable in size and complexity to CMIPS II.		
Experience performing gap analyses and workload impact estimates for proposed business process changes.	3 Years	5 years
Experience organizing and facilitating business requirements and process flow work group reviews.	3 Years	5 years
Experience identifying, tracking and reporting project issues through resolution.	3 Years	5 years
Experience identifying and documenting business requirements and related business process flows.	3 years	5 years
Business Change Management experience in State programs.	n/a	5 years
Business Change Management experience in statewide projects involving county-based implementation of an information technology solution.	n/a	5 years

### **4.3.3 System Engineering Architect**

The System Engineering Architect, one (1) full-time position for duration of the Contract, is responsible for providing information technology architecture technical guidance to the CMIPS II Project Manager and monitoring the technical project requirements. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The System Engineering Architect will perform the following tasks:

- Provide technical input for planning documents, status reports, and briefs.
- Assess the technical impact of proposed changes, participate in Configuration control Board meetings, and verify changes are completely implemented.
- Conduct studies as needed to determine tolerances and thresholds for system performance factors and quality attributes.
- Participate in risk management activities associated with State and county technical requirements, including risk identification, mitigation, and contingency planning.
- Review and recommend approval/disapproval of CMIPS II Contractor technical deliverables prior to State acceptance.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

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Requirement(s):

The System Engineering Architect shall have at least the Minimum Qualifications defined in Table 5 and as many Desired Qualifications as possible.

**Table 5. System Engineering Architect Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.3, System Engineering Architect, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Experience providing input on current information technology industry practices to support design, development and technical architecture design specifications for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Experience assessing impact of proposed system changes, participating in change control meetings, and validating implementation of changes.	3 years	5 years
Experience in risk identification, mitigation and contingency planning associated with technical issues.	3 years	5 years
Experience analyzing performance requirements and associated metrics for a large network or web-based application comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3, Development Process.	3 years	5 years
Experience designing, developing, and implementing interfaces via an Enterprise Service Bus.	n/a	3 years
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	n/a	3 years
Experience addressing State and local technical issues in statewide projects involving county-based implementation of an information technology solution.	n/a	5 years

#### **4.3.4 System Engineering/Interface Lead**

The System Engineering/Interface Lead, one (1) full-time position for duration of the Contract, is responsible for overseeing the design, development, and implementation of all CMIPS II system interfaces. CMIPS II will have over fifty (55) interfaces with other applications, the majority of which are administered by governmental entities other than CDSS. By comparison, legacy CMIPS has approximately forty-five (45) interfaces. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The System Engineering/Interface Lead will perform the following tasks:

- Identify and document each interface including purpose, data elements, layout (or format) of data elements, frequency, identification of batch vs. real time, identification of applicable business rules, source, destination, and media.
- Coordinate with all organizations providing or receiving interface data.

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- Participate with State staff in the creation of Inter-agency Agreements (IAA) or Memoranda of Understanding (MOU) for interfaces to ensure all responsible parties understand their roles and responsibilities.
- Participate in the oversight and the technical approval and technical administration of the IAAs and MOUs.
- Facilitate Change Management for all interface changes.
- Perform impact analysis for potential changes. Once changes are approved, oversee the implementation of the interface changes.
- Participate in the interface validation and testing.
- Participate in risk management activities associated with State and county technical requirements, including risk identification, mitigation, and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code, and task name to facilitate validation and approval.

Requirement(s):

The System Engineering/Interface Lead shall have at least the Minimum Qualifications defined in Table 6.

**Table 6. System Engineering/Interface Lead Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.4, System Engineering/Interface Lead, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	3 years	5 years
Experience identifying and documenting business requirements and related business process flows.	3 years	5 years
Experience documenting technical specifications, including managing changes to requirements and technical specifications.	3 years	5 years
Experience overseeing and developing test plans and scripts for interfaces.	1 year	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.	n/a	5 years
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	n/a	5 years



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Experience coordinating with local government agencies.	n/a	5 years
Experience designing, developing and implementing interfaces via an Enterprise Service Bus.	n/a	3 years

#### **4.3.5 Test Lead**

The Test Lead consultant, one (1) full-time position, is responsible for overseeing the CMIPS II Contractor's development of test strategies, plans, scenarios, specifications, cases, scripts and data for interfaces, business rules, and functional requirements. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Test Lead will perform the following tasks:

- Monitor the CMIPS II Contractor's system test activities, including unit testing, integration testing, functional testing, performance testing, acceptance testing and regression testing as required by the CMIPS II Contract.
- Monitor CMIPS II Contractor's performance against established test plans and schedules, including validation of tests executed versus tests planned, confirmation of defects detected, measurement of defect correction turnaround, and validation of regression testing success rates.
- Assist the State Systems Engineering and Operations Manager with review and approval of test cases, procedures, scripts and data produced by the CMIPS II Contractor.
- Oversee the CMIPS II Contractor's user acceptance testing (UAT) of the system and standard interfaces.
- Coordinate State, consortia, and county involvement in 1) reviewing and approving user acceptance tests, interface certification tests and their results and 2) using the scripts to perform user acceptance testing.
- Monitor the process used by the CMIPS II Contractor to identify, report, and resolve problems during testing of the system and standard interfaces.
- Monitor the scope of CMIPS II Contractor regression testing to ensure that all functionality impacted by defect corrections or other approved system changes is fully tested and performing as required.
- Monitor testing of automated data migration and conversion procedures.
- Oversee and ensure quality of UAT scripts developed by the Project Management Office (PMO) and county representatives.
- Support system testing quality assurance and process improvement activities.
- Participate in risk management activities associated with State, county, interfacing agency and CMIPS II Contractor system test activities, including risk identification, mitigation and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office.

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All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The Test Lead shall have at least the Minimum Qualifications defined in Table 7.

**Table 7. Test Lead Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.5, Test Lead, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Test Lead experience, defined as overseeing performance of all system test activities, for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Test Lead experience in planning, developing, executing and monitoring performance of interface testing activities.	3 years	5 years
Test Lead experience in planning, developing, executing and monitoring performance of data conversion testing activities for a network or web-based database application comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	3 years	5 years
Experience in software test documentation adhering to standards defined in IEEE 829-1998.	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.	n/a	5 years
Experience directing or coordinating testing activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	n/a	5 years
Experience directing or coordinating testing activities for large applications comparable in size and complexity to CMIPS II.	n/a	5 years

#### **4.3.6 Configuration Management Analyst**

The Configuration Management Analyst consultant, one (1) full-time position, is responsible for the establishment and oversight of the Configuration Control Board (CCB), which will be comprised of State, county and CMIPS II Contractor Staff, and will provide a forum to review system change requests, determine priorities, and monitor progress of changes through all project phases. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Configuration Management Analyst will perform the following tasks:

- Maintain close coordination of formal change management and configuration management processes with the project technical staff (e.g., System Engineering Architect, System Engineering/Interface Lead, Test Lead, etc.).

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- Administer the requirements management database tool for the CMIPS II Project Office.
- Track system changes through all development life cycle phases.
- Prepare change analysis documents.
- Assist CMIPS II project management with prioritizing system changes, and coordinate requests for changes during all project phases.
- Provide oversight to the CMIPS II Contractor on system maintenance and enhancements.
- Monitor system changes that have an impact on system functionality or performance throughout implementation and continuing on into maintenance and operations.
- Identify changes and enhancements to be included in a release.
- Coordinate with the CMIPS II Contractor the migration of a release into production.
- Participate in risk management activities associated with configuration management, including risk identification, mitigation, and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The Configuration Management Analyst shall have at least the Minimum Qualifications defined in Table 8.

**Table 8. Configuration Management Analyst Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.6, Configuration Management Analyst, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Configuration Management experience, defined as overseeing and performing change management, version control, and release management, for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	3 years	5 years
Experience overseeing and performing requirements management for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for a large	n/a	5 years

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EXPERIENCE	MINIMUM	DESIRED
integration project(s) comparable in size and complexity to CMIPS II.		
Experience in software configuration management plans adhering to standards defined in IEEE 828-1998.	n/a	5 years
Experience directing and/or overseeing configuration management activities using an automated tool set for assuring appropriate version control and release management.	n/a	3 years

#### **4.3.7 Database Analyst**

The Database consultant, one (1) full-time position, is responsible for providing technical expertise to evaluate and oversee the CMIPS II Contractor's database design and implementation for CMIPS II. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Database Analyst will perform the following tasks:

- Evaluate database logical design.
- Evaluate database physical design.
- Define database acceptance test plan and procedures.
- Test and evaluate the database to ensure it meets functional and performance requirements.
- Test and evaluate database security, integrity, concurrency, backup, and recovery.
- Review CMIPS II Contractor data conversion activities as well as County data quality assurance activities to ensure that the resulting data are consistent with database design and data integrity requirements.
- Participate in evaluating pilot operations and comparing CMIPS II data results to legacy CMIPS results.
- Participate in database performance evaluation, optimization, and tuning.
- Review and approve the data dictionary.
- Analyze and facilitate resolution of database design and data integrity issues.
- Participate in risk management activities associated with database design, testing and implementation, including risk identification, mitigation, and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The Database Analyst shall have at least the Minimum Qualifications defined in Table 9.

**Table 9. Database Analyst Qualifications**

EXPERIENCE	MINIMUM	DESIRED
Experience in the major responsibilities as defined in Subsection 4.3.7, Database Analyst, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Database Analyst experience, defined as design and documentation of databases for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Database Analyst experience, defined as performance evaluation, optimizing and tuning of databases for a large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	3 years	5 years
Experience modeling information, and creating entity-relationship diagrams or equivalent database design documentation.	3 years	5 years
Experience facilitating Joint Application Design (JAD) sessions.	n/a	5 years
Experience directing or coordinating database design activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	n/a	5 years
Experience directing or coordinating database design activities for large applications comparable in size and complexity to CMIPS II.	n/a	5 years

#### **4.3.8 Data Conversion Coordinator**

The Data Conversion Coordinator, one (1) full-time position, is responsible for overseeing that the CMIPS II Contractor successfully addresses data quality issues associated with legacy system data, converts all data within each county as required by the CMIPS II Contract, and provides oversight to each county to ensure county data conversion and quality assurance activities are completed in a timely manner. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Data Conversion Coordinator will perform the following tasks:

- Assist each county and coordinate with the CMIPS II Contractor on the development of data conversion strategies, plans, and schedules.
- Ensure all county data conversion preparation activities are completed on schedule and in conformity with the CMIPS II Contractor's conversion processes.
- Review CMIPS II Contractor data conversion plans, schedules and deliverables for counties within an implementation group.
- Validate CMIPS II Contractor generated metrics, and develop independent sets of metrics, assessing data quality and the success of data conversion activities.
- Monitor development and testing of the county data conversion processes.
- Oversee data conversion testing by the CMIPS II Contractor and the counties.

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- Participate in readiness checkpoints that assess the CMIPS II Contractor and the counties readiness to proceed with trial conversions or full production rollout.
- Oversee CMIPS II Contractor, State, and county execution of trial data conversion and full production rollout activities.
- Review county data conversion reports, and oversee CMIPS II Contractor conversion of cases.
- Assist counties with the identification and resolution of discrepant data and data conversion issues.
- Participate in risk management activities associated with data quality assurance and conversion, including risk identification, mitigation, and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The Data Conversion Coordinator shall have at least the Minimum Qualifications defined in Table 10.

**Table 10. Data Conversion Coordinator Qualifications**

<b>EXPERIENCE</b>	<b>MINIMUM</b>	<b>DESIRED</b>
Experience in the major responsibilities as defined in Subsection 4.3.8, Data Conversion Coordinator, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Database Quality Assurance/Conversion experience for a large integration project from a legacy to a newly developed system comparable in size and complexity to CMIPS II.	3 years	5 years
Experience developing and overseeing test plans to ensure completeness and accuracy of data quality assurance and conversion.	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	3 years	5 years
Experience documenting database quality assurance and conversion plans.	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.	n/a	3 years
Experience directing or coordinating data conversion activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	n/a	3 years
Experience directing or coordinating data conversion activities for large applications comparable in size and complexity to CMIPS II.	n/a	3 years

### **4.3.9 Project Scheduler**

The Project Scheduler, one (1) full-time position, will support the CMIPS II Project Office in the planning, scheduling and coordinating of all State and County activities in conjunction with CMIPS II Contractor activities. This position starts at Contract Award; see Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

The Project Scheduler will perform the following tasks:

- Build and maintain the State’s CMIPS II project schedule, integrating the CMIPS II Contractor’s project schedule with State, county and interfacing entity activities.
- Coordinate the State’s CMIPS II project work plan with all stakeholders.
- Set up tools and procedures to track progress of the State, counties and CMIPS II Contractor against the State’s CMIPS II project schedule and produce related progress reports.
- Set up tools and procedures for monitoring State and county resource allocation and utilization.
- Work with CMIPS II Project Office Financial Analysts to provide schedule updates for budget and planning documents.
- Work with CMIPS II Project Office Contract Analysts to ensure sufficient schedule and resource availability for review and approval of CMIPS II Contractor deliverables.
- Identify, track, and facilitate resolution of scheduling issues and resource conflicts.
- Possess high level of expertise with Microsoft Project™.
- Participate in risk management activities associated with schedule management, including risk identification, mitigation, and contingency planning.
- Possess and exercise excellent written and verbal communication skills.
- Using the template provided in Exhibit 9, Status Report Template, summarize activities in a written bi-weekly report which must be approved by the CMIPS II Project Office. All tasks described in the Status Report must include the CMIPS II Project master work plan WBS code and task name to facilitate validation and approval.

Requirement(s):

The Project Scheduler shall have at least the Minimum Qualifications defined in Table 11 and as many Desired Qualifications as possible.

**Table 11. Project Scheduler Qualifications**

<b>EXPERIENCE</b>	<b>MINIMUM</b>	<b>DESIRED</b>
Experience in the major responsibilities as defined in Subsection 4.3.9, Project Scheduler, for a large integration project comparable in size and complexity to CMIPS II.	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.	3 years	5 years
Project experience supporting project management in work plan	3 years	5 years

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EXPERIENCE	MINIMUM	DESIRED
development and maintenance for implementing a system equal in size and complexity to CMIPS II using Microsoft Project™.		
Experience supporting project management activities associated with implementing a system comparable in size and complexity to CMIPS II with at least 10 remote locations.	3 years	5 years
Project scheduling experience during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	n/a	5 years
Project scheduling experience for large applications comparable in size and complexity to CMIPS II.	n/a	5 years

#### **4.4 Staffing Changes**

- The State recognizes that resignation or other events may cause a Contractor Staff member to no longer be available to the Contractor. If this occurs, Contractor shall notify the State Project Manager or his/her designee in writing of the resignation within five (5) business days of the resignation or other event causing a Contractor Staff member's unavailability.
- The State Project Manager reserves the right to approve all Contractor Staff, including replacement Contractor Staff, assigned by the Contractor to the Project.
- The Contractor shall present to the CMIPS II Project Office at least one resume for any new or replacement staff for all Contractor Staff for potential CMIPS II Project Office approval or disapproval at least fifteen (15) business days before the new Contractor Staff member is to start working on the Project.
- The State Project Manager reserves the right to disapprove the continuing assignment of any Contractor or Subcontractor Staff provided to the State under this Contract.

#### **4.5 Location/Equipment of Contractor Staff**

The CMIPS II Project Office will provide office space, including desk, chair, telephone, personal computer, printer access, Internet connection, Microsoft Office and Microsoft Project (for business use) in the Sacramento area for Contractor Staff identified in Subsection 4.3, Contractor Staff, who will be co-located with the CMIPS II Project Office Staff. Additionally, the CMIPS II Project Office will provide connectivity to the DTS WAN and public internet. A pager and/or cellular phone, and related service will be provided for each of the Contractor Staff for whom the CMIPS II Project Office deems it necessary.

#### **4.6 Status/Progress Reporting**

Contractor Staff shall provide a Bi-Weekly Status Report in the style and format as provided in Exhibit 9, Status Report Template, to the State Contract Manager or his/her designee. Contractor Staff shall provide the data in a compatible format and use naming conventions for milestones, tasks and deliverables that are consistent with CMIPS II Implementation work plans.



## **4.7 State Required Travel**

Contractor Staff shall be required to travel by automobile and air within the State of California to complete required job functions described in Section 4, STATEMENT OF WORK, Subsections 4.3.1 through 4.3.9.

The State shall attempt to provide a minimum of two (2) weeks notice prior to required travel, but there may be situations where advance notice is not possible. Contractor Staff must be able to meet these travel requirements.

### **4.7.1 Estimated Travel Requirements – Contractor Staff Positions**

The Data Conversion Coordinator will be required to travel by automobile and commercial airline within the State of California approximately forty percent (40%) of the time.

The Business Change Management (BCM) Analyst will be required to travel by automobile and commercial airline within the State of California approximately forty percent (40%) of the time.

The Project Management Advisor will be required to travel by automobile and commercial airline within the State of California approximately twenty percent (20%) of the time:

The Configuration Management Analyst will be required to travel by automobile and commercial airline within the State of California approximately thirty percent (30%) of the time.

The following positions will be required to travel within the State of California approximately ten percent (10%) of the time:

- System Engineering Architect
- System Engineering/Interface Lead
- Test Lead
- Database Analyst

Inasmuch as travel requirements for the Project Scheduler will be minimal, travel costs in the amount of \$1,000 per Fiscal Year are included as reimbursable travel costs.

### **4.7.2 Reimbursement Rates**

The State shall reimburse the Contractor for the actual costs for state-approved and required Contractor Staff travel mileage, lodging, and per diem costs up to the maximum allowed and in accordance with the guidelines currently in effect, as established by the California Department of Personnel Administration (DPA), for non-represented State employees. If the DPA rates change during the term of the agreement, the new rates shall apply upon their effective date and no amendment to this agreement shall be necessary. Exceptions to DPA rates may be approved by the State upon the submission of a statement by the contractor indicating that such rates are not available to the Contractor Staff. No travel outside the State of California shall be reimbursed without prior written authorization from the State Contract Manager or his/her designee.

The State shall provide the Contractor with a Travel Reimbursement form to be completed and attached, with all applicable receipts, to the Contractor's invoice for payment.

#### **4.8 Standard Workweek/Hours**

Contractor Staff shall normally work a forty (40) hour workweek. Special circumstances may arise that require additional hours. Contractor Staff are not authorized to work more than fifty (50) hours in any given week unless the State Contract Manager or his/her designee grants prior written approval.

In addition, Contractor Staff may be required to work non-standard workweek hours defined as anytime outside the normal workweek hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

## 5 DELIVERABLE LIST

The following deliverables will be submitted using Exhibit 9, Status Report Template.

**Table 12. Deliverable List**

DELIVERABLE	DATE DUE
<b>4.3.1 Project Management Advisor</b>	
Bi-Weekly Status Report.	Bi-Weekly following contract start date.
Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.	As required by work plan and/or assigned by CMIPS II Project Office.
Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.2 Business Change Management Analyst</b>	
Bi-Weekly Status Report.	Bi-Weekly following contract start date.
Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.	As required by work plan and/or assigned by CMIPS II Project Office.
Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.3 System Engineering Architect</b>	
Bi-Weekly Status Report.	Bi-Weekly following contract start date.
Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.	As required by work plan and/or assigned by CMIPS II Project Office.
Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	As required by work plan and/or assigned by CMIPS II Project Office.

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**Case Management Information and Payrolling System (CMIPS II)**  
**Implementation Phase Systems Engineering**

<b>DELIVERABLE</b>	<b>DATE DUE</b>
<b>4.3.4 System Engineering/Interface Lead</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.5 Test Lead</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.6 Configuration Management Analyst</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.

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<b>DELIVERABLE</b>	<b>DATE DUE</b>
<b>4.3.7 Database Analyst</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.8 Data Conversion Coordinator</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.
<b>4.3.9 Project Scheduler</b>  Bi-Weekly Status Report.  Technical/business briefings and/or reports in support of CMIPS II Project, including ad hoc reports, analyses, and issue papers.  Assessment of CMIPS II Contract Deliverables as assigned by CMIPS II Project Manager or his/her designee.	Bi-Weekly following contract start date.  As required by work plan and/or assigned by CMIPS II Project Office.  As required by work plan and/or assigned by CMIPS II Project Office.

## **6 TECHNICAL APPROACH**

### **6.1 Introduction**

The Implementation Phase Systems Engineering consultants will serve to coordinate State, County and CMIPS II Contractor resources and activities during design, development and implementation of the phased statewide CMIPS II rollout. The Systems Engineering Consultant roles include the following:

- Project Management Advisor
- Business Change Management Analyst
- Systems Engineering Architect
- System Engineering/Interface Lead
- Test Lead
- Configuration Management Analyst
- Database Analyst
- Data Conversion Coordinator
- Project Scheduler

### **6.2 Approach Factors**

Bidders shall submit a description of their technical approach to providing systems engineering services in a complex, matrix organization similar to the CMIPS II Development (refer to Organizational Chart) for each of the nine roles. Include the following factors in your approach for each role:

- General approach to providing the contracted services for each of the nine roles.
- Identify two risks/challenges that could affect the successful delivery of the contracted services for each of the nine roles and proposed mitigation strategies for each risk/challenge.
- Identify critical success factors for each of the nine roles necessary for successful delivery of the contracted services.

## 7 COST INSTRUCTIONS

### 7.1 Introduction

Cost evaluations will be based on the lowest project cost calculated according to the methodology of this section. Costs will be evaluated based upon contract duration of three (3) years plus two (2) optional one (1) year extensions.

### 7.2 Bidder Contract Cost

The Bidder's Contract Cost includes the cost to provide Contractor Staff for the Contract duration and associated travel costs. The Bidder's Contract Cost shall be consistent with Section 4, SOW, Subsections 4.3.1 through 4.3.9, which define the roles and responsibilities of the Contractor Staff being proposed.

### 7.3 General Cost Proposal Instructions

Bidder shall present their proposed Contractor Staff costs in the formats provided in Exhibit 10, Cost Tables (Table 21 through Table 30). If any character other than a numeral is used (e.g., a dash) or an item is left blank, the State will assume the cost of the item to be zero and at no cost to State. The cost tables shall be used in the format presented in Exhibit 10, Cost Tables. The Bidder shall not make any additions, deletions, or changes to the format of the cost tables in Exhibit 10.

The Bidder is required to propose a person for every position. The State will evaluate Staff as described in Section 9, EVALUATION OF PROPOSALS.

The Bidder must complete all cost tables in Exhibit 10, Cost Tables, using the Microsoft (MS) Excel spreadsheets contained therein. The spreadsheets include automatic calculations that shall not be altered by the Bidder. **The Bidder shall enter data only in the worksheet cells designated "Hourly Rate", which are shaded green.** The Bidder must not change the format or calculations within the spreadsheet. The Hours per Year and Travel Costs for each Fiscal Year are automatic calculations.

#### 7.3.1 Pay Rates for Contractor Staff Proposed

Contractor Staff will be paid on a time and materials basis. The Bidder must include the maximum hourly pay rate for each Contractor Staff job classification for each Fiscal Year for all positions.

##### 7.3.1.1 *Hours per Fiscal Year*

The Hourly Pay Rates by fiscal year must be included for each appropriate Fiscal Year based on estimated start date. If a specific Contractor Staff job classification start date is later than Contract Award (estimated to be June 1, 2007) the hours have been prorated by Fiscal Year based on the estimated start date.

#### **7.3.1.2 *Travel Costs***

The reimbursable travel costs have been estimated by the CMIPS II Project Office and have been prorated by Fiscal Year based on estimated start dates for each Contractor Staff job classification. Travel costs will be reimbursable at State Per Diem Rates, see Section 4, STATEMENT OF WORK, Subsection 4.7.2, Reimbursement Rates.

#### **7.3.2 Total Cost Summary**

Currently, Exhibit 10, Table 30, Cost Summary, contains only the prorated, estimated travel costs. When the Bidder enters the hourly pay rates for the Contractor Staff being proposed using the appropriate Cost Tables (Table 21 through Table 29), Table 30 will automatically be populated with the total Contract costs.



## 8 PROPOSAL FORMAT

### 8.1 Introduction

These instructions describe the mandatory proposal format and the approach for the development and presentation of proposals. Proposal format instructions must be adhered to, all requirements and questions in the Request for Proposal (RFP) must be responded to, and all requested data must be supplied. Submissions include a Letter of Intent to Bid, a Draft Proposal, and the Final Proposal.

All submissions must be clearly labeled “RFP HHSA OSI #17280”, identified as “LETTER OF INTENT TO BID”, “DRAFT PROPOSAL”, or “FINAL PROPOSAL”, and include the Bidder’s name.

It is the responsibility of the Bidder to ensure that the Proposals are received by the Procurement Official at the Department of General Services by the date and time identified in Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates. If mailed, it is suggested that the Bidder use certified or registered mail with return receipt requested.

### 8.2 Proposal Format and Content

The Draft Proposal and Final Proposal shall be completely sealed and one (1) complete set of all required volumes clearly marked “MASTER COPY.” Each sealed Proposal container must be labeled as follows:

Name of Bidder  
RFP HHSA OSI #17280  
(Draft Proposal or Final Proposal)

1. The Master copy of each proposal submitted shall be separately sealed and properly identified.
2. **No actual cost information shall be submitted with the Draft Proposal.** In the Draft Proposal, any cost information shall be replaced with XXXs.
3. **Cost information is only to be submitted with the Final Proposal.**
  - a. The Final Proposal cost information (Volume 2) must be duplicated, sealed, properly identified, and submitted with, but separate from, the other sections of the Final Proposal, as required in Section 2, RULES GOVERNING COMPETITION, Subsection 2.4.1.5, Delivery of Proposals.
  - b. No cost information shall be included in the Final Proposal Volume 1 and Volume 2.
4. Proposals must respond to all requirements in the RFP. Requirements must be addressed in the order they are presented in the RFP.
5. All non-standard pages in the Proposal (e.g., charts, diagrams, etc.) may be foldouts. If foldouts are used, the folded size must fit within an 8 ½ x 11 format.
6. The following information must be shown on each page (except where inappropriate, e.g., pre-printed documentation, etc.) of the Proposal:

RFP HHSA OSI #17280  
The Name of Bidder  
The Proposal Volume Number

The Proposal part or exhibit number

The page number

7. Page numbers must be located in the same page position throughout the Proposal. Figures Tables, Charts, etc. should be assigned index numbers and must be referenced by these numbers in the Proposal text and in the Proposal Table of Contents. Figures, Tables, Charts, etc. should be placed as close as possible to the text that references them.
8. Each hard copy of the Proposal must be provided in three-ring binders.
9. All soft copies must be prepared and saved using Microsoft Office tools. PDF files are not acceptable.
10. All soft copy proposal information must be presented on one or more non-rewritable CDs. The Cost Proposal information, using the required Excel spreadsheets, must be on a separate CD from the rest of the proposal, properly identified and sealed in the Cost Proposal.
11. CDs must be labeled with the following information:
  - RFP HHSA OSI #17280
  - Name of Bidder
  - Proposal Volume Number(s)
  - Proposal part(s) or exhibit number(s)
12. If color is used in proposals, all copies must be in color.
13. In the event there is a discrepancy between the electronic copy and the Master paper copy, the Master paper copy shall have precedence over the electronic copy. The Master paper copy shall have precedence over all other paper copies.
14. At a minimum, the Bidder must deliver the number of copies specified in Table 13 and Table 14 below.

### **8.3 Letter of Intent to Bid**

The Letter of Intent to Bid will be used to identify Bidders who want to participate in the RFP steps and receive information during the bid process. The Letter of Intent to Bid shall conform to specifications in Section 8, PROPOSAL FORMAT, Subsection 8.3, Letter of Intent to Bid. A sample can be found in Exhibit 2, Letter of Intent to Bid.

### **8.4 Receipt of Proposals**

The Draft and Final Proposals will be date and time marked as they are received, and verified that all responses are submitted under an appropriate cover, sealed, and properly identified.

### **8.5 Draft Proposal Format and Content**

The Draft Proposal must contain all the material specified below for the Final Proposal except cost figures. The Contract must also be included with products and services identified, but no cost figures included. The Contract submitted as part of the Draft Proposal does not require a signature. It is important that all sheets, with all entries except cost figures, be included. Inclusion of cost figures in the Draft Proposal may result in elimination of the Bidder from further participation in the procurement process. The complete Draft Proposal must be submitted by the date and time specified in Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates.

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All cost data for the Draft Proposal must use XXXs in place of actual dollar amounts.

**Table 13. Draft Proposal Copies**

ITEM	# MASTER COPIES	# OTHER COPIES
Volume 1 - Response to Requirements	One (1) Hard, One (1) Soft on CD	Seven (7) Hard
Volume 2 – Cost Proposal (using XXXs in place of actual dollar amounts)	One (1) Hard, One (1) Soft on CD	Seven (7) Hard

## **8.6 Final Proposal Format and Content**

This section describes in more detail the content and format of the individual sections of each Volume of the Final Proposal. The complete Final Proposal must be submitted on the date and time specified in Section 1, INTRODUCTION, Subsection 1.6, Key Action Dates, and must contain, at a minimum, the following copies:

**Table 14. Final Proposal Copies**

ITEM	# MASTER COPIES	# OTHER COPIES
Volume 1 - Response to Requirements	One (1) Hard, One (1) Soft	Seven (7) Hard
Volume 2 – Cost Proposal (Sealed with actual cost data)	One (1) Hard, One (1) Soft	Seven (7) Hard

The Final Proposal must include the following items:

### **Volume 1 — Response to Requirements**

- Tab 1 General (Cover Letter, Proposal Transmittal Form (Exhibit 11), Executive Summary, Table of Contents, and Literature)
- Tab 2 Administrative Requirements
- Tab 3 Administrative Requirements Exhibits
- Tab 4 Statement of Work Response
- Tab 5 Contractor Staff Resumes
- Tab 6 Resume Summary Form, Exhibit 12 and Corporate Reference Form, Exhibit 12A
- Tab 7 Technical Approach
- Tab 8 Contract, 4 original signed copies, **DO NOT INCLUDE COST INFORMATION**

### **Volume 2 — Cost Proposal**

- Tab 1 Cost Tables
- Tab 2 Summary of DVBE Participation with completed cost information
- Tab 3 Preferences Claimed

#### **8.6.1 Volume 1 – Response to Requirements**

This Volume must contain Section 3, ADMINISTRATIVE REQUIREMENTS, and Section 4, STATEMENT OF WORK (SOW) (hereinafter referred to as Section 4, SOW). All forms and exhibits, except for cost data, must be completed and included in this Volume. Each page must

be numbered as described in Subsection 8.2, Proposal Format and Content. Volume 1 must be in the order and format indicated below.

#### **8.6.1.1 *Tab 1 - General***

This section must contain a Cover Letter, Proposal Transmittal Form (Exhibit 11), Executive Summary, Table of Contents, and any company Literature.

##### **8.6.1.1.1 *Cover Letter***

The Cover Letter must be prepared and signed in accordance with Section 2, RULES GOVERNING COMPETITION, Subsection 2.4.1.4, Signature of Proposal. The Cover Letter must be on the Bidder's official business letterhead stationery. Cost information must not be included in the Cover Letter. The Cover Letter must be included as the first item in Volume 1.

##### **8.6.1.1.2 *Proposal Transmittal Form***

The Proposal Transmittal Form, Exhibit 11, must be completed and signed by a person authorized to bind the company. The Proposal Transmittal Form serves to validate the Bidder's offer and agreement to the terms and conditions of the RFP. The Bidder, (1) acknowledges and agrees to the terms and conditions of this RFP, (2) agrees that it will provide the goods and services detailed in its proposal, for the price quoted, and (3) affirms that the person signing the Proposal Transmittal Form has contractual authority to bind the bidding company.

##### **8.6.1.1.3 *Executive Summary***

The Executive Summary must contain a summary of the salient features of the Proposal. The Executive Summary must condense and highlight the contents of the Proposal to provide a broad understanding of the entire Proposal and to facilitate the evaluation of the Proposal by the State. This section must contain a discussion that demonstrates the Bidder's understanding of the nature and purpose of the CMIPS II Implementation Project and benefits that can be expected by implementing the proposed solution. **Cost information must not be included in the Executive Summary.**

##### **8.6.1.1.4 *Table of Contents***

The Table of Contents must list all major parts of the Proposal, including exhibits, and must be identified by volume, tab number, Subsection number, and page number. All figures, charts, graphs, and tables must be identified by index number and page number.

#### **8.6.1.2 *Tab 2 – Administrative Requirements***

All requirements in Section 3, ADMINISTRATIVE REQUIREMENTS are mandatory except for those requirements that are identified as optional. Section 3, ADMINISTRATIVE REQUIREMENTS, must be included and inserted into Volume 1, Tab 2, in its entirety.

#### **8.6.1.3 *Tab 3 – Administrative Requirements Exhibits***

Certifications, Preferences and detailed information required by Section 3, ADMINISTRATIVE REQUIREMENTS must be included as Exhibits to Volume 1, Tab 3. If not applicable, Bidder will so indicate in proposal.

EXHIBITS FOR THIS VOLUME MUST BE COMPLETE IN EVERY DETAIL EXCEPT FOR COST INFORMATION. DO NOT INCLUDE COST INFORMATION IN THIS

VOLUME. COMPLETE A DUPLICATE EXHIBIT WITH THE COMPLETED COST INFORMATION AND SUBMIT WITH VOLUME 2.

***8.6.1.3.1 Exhibit 1 Insurance Requirements***

The Bidder must submit in the Proposal as Exhibit 1 proof of a valid Worker's Compensation Insurance Policy as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.3, Insurance Requirements.

***8.6.1.3.2 Exhibit 2 - DVBE Participation Program Requirements***

The Bidder must complete and submit in the Proposal as Exhibit 2, the Disabled Veteran Business Enterprise (DVBE) Participation Program Requirements form and as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.4, DVBE Program Requirement/DVBE Incentive Program.

***8.6.1.3.3 Exhibit 3 - Subcontractors***

The Bidder must complete and submit in the Proposal as Exhibit 3, the Subcontractors (Exhibit 7, Subcontractors), **whether or not subcontractors** will be used as defined in Section 3, Subsection 3.6, Subcontractors.

***8.6.1.3.4 Exhibit 4 - Small Business Certification***

Bidders claiming the Small Business Preference or California Certified Small Business Subcontractor Preference must submit the required documentation in the Proposal as Exhibit 4, as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.7.1, Small Business Preference, and Subsection 3.7.2, California Certified Small Business Subcontractor Preference.

***8.6.1.3.5 Exhibit 5 Local Agency Military Base Recovery Act (LAMBRA)***

Bidders claiming the LAMBRA preference must submit the required documentation in the Proposal as Exhibit 5 as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.7.4, Local Agency Military Base Recovery Act (LAMBRA).

***8.6.1.3.6 Exhibit 6 Target Area Contract Preference Act (TACPA)***

Bidders claiming the TACPA preference must submit the required documentation in the Proposal as Exhibit 6 as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.7.5, Target Area Contract Preference Act (TACPA).

***8.6.1.3.7 Exhibit 7 Enterprise Zone Act (EZA)***

Bidders claiming the EZA preference must submit the required documentation in the Proposal as Exhibit 7 as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.7.6, Enterprise Zone Act (EZA).

***8.6.1.3.8 Exhibit 8 Payee Data Record***

Bidders must complete and submit in the Proposal as Exhibit 8 as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.9, Payee Data Record.

#### **8.6.1.4 *Tab 4 – Statement of Work Response***

All requirements in Section 4, STATEMENT OF WORK, are mandatory and this section shall be inserted into Volume 1, Tab 4, in its entirety.

The Bidder must be committed to the performance of each requirement under the direction of the CMIPS II Project Office while adhering to all specified standards and maintenance procedures as identified in the RFP.

#### **8.6.1.5 *Tab 5 – Contractor Staff Resumes***

The Bidder shall submit resumes for each proposed Contractor Staff member as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.1 through Subsection 4.3.9. Resumes for proposed Staff shall be in a consistent format as described in Section 4, SOW, Subsection 4.3, Contractor Staff.

#### **8.6.1.6 *Tab 6 – Resume Summary Form and Corporate Reference Form***

Resume Summary Form, Exhibit 12, shall be complete in all respects for each proposed Contractor Staff member and shall clearly indicate the project cost, experience, dates of service, number of months of service, and tasks performed for positions used to meet the requirements. Corporate Reference Form, Exhibit 12A, shall provide three required References in accordance with Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.5.

#### **8.6.1.7 *Tab 7 – Technical Approach***

The Bidders shall submit a description of their technical approach to provide Implementation Phase Systems Engineering services in a complex, matrix organization similar to the CMIPS II Development as defined in Section 6, TECHNICAL APPROACH.

#### **8.6.1.8 *Tab 8 – Contract***

The Standard Form 213 must be signed by an individual authorized to bind the firm as specified in Section 2, RULES GOVERNING COMPETITION, Subsection 2.4.1.4, Signature of Proposals. The Final Proposal must contain an original signature on the submitted Form 213. Do not fill in the effective dates or costs. Deviation from terms and conditions for this RFP may be cause for rejection of your proposal.

NOTE: THE INFORMATION FOR THE CONTRACT MUST BE COMPLETE IN EVERY DETAIL EXCEPT FOR COST INFORMATION. DO NOT INCLUDE COST INFORMATION IN THIS VOLUME.

### **8.6.2 Volume 2 – Cost Proposal**

**Volume 2 must be separately sealed and clearly labeled: Volume 2 – Cost Proposal.** It will not be opened for evaluation until the evaluation and scoring of Volume 1 has been completed as described in Section 9, EVALUATION OF PROPOSALS. Volume 2 must contain all completed tables listed below, as required by the RFP:

- **Tab 1 – Exhibit 7 Cost Tables**

- Cost Table 21 Project Management Advisor Costs
- Cost Table 22 Business Change Management Analyst Costs
- Cost Table 23 System Engineering Architect Costs
- Cost Table 24 System Engineering/Interface Lead Costs
- Cost Table 25 Test Lead Costs
- Cost Table 26 Configuration Management Analyst Costs
- Cost Table 27 Database Analyst Costs
- Cost Table 28 Data Conversion Coordinator Costs
- Cost Table 29 Project Scheduler
- Cost Table 30 Cost Summary

- **Tab 2 – Summary of DBVE Participation with completed cost information**

- **Tab 3 – Preferences Claimed**

- Small Business
- California Certified Small Business Subcontractor
- LAMBRA
- TACPA
- EZA

#### **8.6.2.1 Tab 1 – Cost Tables**

Costs for the proposed Contractor Staff will be paid on a time and materials basis.

##### **8.6.2.1.1 Tab 1.1 – Cost Table 21 through Cost Table 29, Contractor Staff Contract Costs**

The Bidder must include the maximum hourly pay rate by job classification for each Fiscal Year for all positions that the Bidder is proposing. Reimbursable travel costs have been included based on estimates from the CMIPS II Project office. **The Bidder shall enter data only in the worksheet cells designated “Hourly Rate.” The remaining calculations in Cost Table 21 through Cost Table 29 are automatic calculations.**

##### **8.6.2.1.2 Tab 1.2 – Total Cost Summary, Table 30**

The Bidder must include this table which auto fills “Total Contract Cost by Positions” based on hourly rates included in individual Contractor Staff Contract Cost Tables (Table 21 through Table 30 above).

#### **8.6.3 Tab 2 – DVBE Participation/Incentive Forms**

Bidder must complete a STD 840 (Rev 1/2005) with the completed cost information and include in Volume 2, Tab 2.

#### **8.6.4 Tab 3 – Preferences Claimed**

If the Bidder is claiming the Small Business Preference, California Certified Small Business Subcontractor Preference, or LAMBRA, TACPA, EZA preferences, the appropriate forms must be completed and should be included in Volume 2, Tab 3. (See Exhibit 8)

## **9 EVALUATION OF PROPOSALS**

### **9.1 Introduction**

This section defines the plan for the evaluation of proposals that are offered in response to this Request for Proposal (RFP). This plan documents the procedures and checklists that are used to ensure that Bidder selection will be the best value solution for the State. This plan covers only the evaluation process, running from the day that Draft Proposals are due to release of the Notice of Intent to Award (see SECTION 1, INTRODUCTION, Subsection 1.6, Key Action Dates).

### **9.2 Evaluation Team**

The State has established an Evaluation Team comprised of individuals selected from the CMIPS II Project Office and the California Department of Social Services. The Evaluation Team is responsible for the review and evaluation of Bidder proposals in accordance with the process described in this section. The State may engage additional qualified individuals during the process to assist the Evaluation Team in gaining a better understanding of technical, legal, contractual, or program issues. These individuals do not have voting or scoring privileges or responsibility for the evaluation process.

The Evaluation Team is comprised of two Sub-Teams – the Administrative Review (AR) Sub-Team and the Cost Review (CR) Sub-Team. Each Sub-Team focuses on subcomponents of the Proposal as described below.

**Table 15. Evaluation Team Matrix**

<b>Sub-Section</b>	<b>Sub-Team</b>	
	<b>AR</b>	<b>CR</b>
Submission Review	<b>X</b>	
<b>Volume 1 – Response to Requirements</b>		
Tab 1 General (Cover Letter, Proposal Transmittal Form, Executive Summary, Table of Contents, and Literature)	<b>X</b>	
Tab 2 Administrative Requirements	<b>X</b>	
Tab 3 Administrative Requirements Exhibits	<b>X</b>	
Tab 4 Statement of Work Response	<b>X</b>	
Tab 5 Contractor Staff Resumes	<b>X</b>	
Tab 6 Resume Summary Form, Exhibit 12 and Corporate Reference Form, Exhibit 12A	<b>X</b>	
Tab 7 Technical Approach	<b>X</b>	
Tab 8 Contract	<b>X</b>	
<b>Volume 2 – Cost Proposal</b>		
Tab 1 Cost Tables		<b>X</b>
Tab 2 DVBE STD Form 840		<b>X</b>
Tab 3 Preferences Claimed		<b>X</b>

### **9.3 Evaluation Process and Procedures**

The following subsections outline the steps involved in the evaluation process.



### **9.3.1 Draft Proposal Review**

The AR Sub-Team will conduct a submission review and a compliance review on the Draft Proposals in the same manner as described in Subsection 9.3.2, Final Proposal Review. The Evaluation Team Sub-Teams will review their assigned areas as indicated in Table 15, Evaluation Team Matrix.

Note: The presence of cost data in the Draft Proposal may be grounds for rejection.

After the submission and review of the Draft Proposals, a Confidential Discussion date and time is set with each Bidder to discuss items of concern identified during the Draft Proposal review. For specific information see Section 2, RULES GOVERNING COMPETITION, Subsection 2.3.4, Draft Proposal, and Subsection 2.3.5, Confidential Discussions.

The State does not warrant that all defects will be detected, and such notification does not preclude the rejection of the Final Proposal due to errors subsequently identified and those remaining in the Final Proposal.

### **9.3.2 Final Proposal Review**

During evaluation of the Final Proposal, the Evaluation Team may request help from the Bidder to locate information in the Proposal and to clarify the Bidder's intent if the proposal appears to contain conflicting information. However, this request for clarification is not an opportunity for the Bidder to change or add material to its proposal.

### **9.3.3 Submission Review**

The Evaluation Team conducts a submission review. This is to determine if the proposal satisfies the following criteria:

- Was delivered on time
- Was properly marked and sealed
- Properly identified the "Master" copies
- Provided separately sealed Volume 2 - Cost Proposal
- Provided the correct number of copies
- Was in conformance with the requirements of Section 8, PROPOSAL FORMAT.

Absence of required information may result in the Proposal being deemed non-responsive and may be cause for rejection.

### **9.3.4 Compliance Review – Volume 1 and Volume 2**

The Evaluation Teams review the following components of the Bidder's Proposal to determine whether it meets the mandatory requirements:

- Volume 1 - Response to Requirements
- Volume 2 - Cost Proposal

If a proposal fails to satisfactorily meet any mandatory requirement, the proposal will be considered non-responsive and will be rejected.

### **9.3.5 Scoring Review**

Proposals that meet all of the minimum requirements of the RFP during the Submission Review and Compliance Review will be given a base score of zero (0). Points will be awarded only for exceeding mandatory or minimum requirements with products or services that provide value to the State based on the criteria defined in Subsection 9.4, Functional Evaluation Scoring, Subsection 9.4.2, Corporate Reference Scoring, Subsection 9.4.3.1, Contractor Staff Scoring and Subsection 9.5, Cost Evaluation.

## **9.4 Functional Evaluation Scoring**

The best value to the State is evaluated based on a maximum of 3,000 points, which is the sum of the Total Functional Score and the Cost Score as shown in Table 16, Evaluation Scoring. The Functional Score represents 1,800 points or sixty percent (60%) of the total points attainable as defined in the following subsections. The Cost Score represents the other 1,200 points or forty percent (40%) of the total available points as defined in Subsection 9.5, Cost Evaluation.

**Table 16. Evaluation Scoring**

<b>CATEGORY</b>	<b>MAXIMUM POINTS</b>	<b>RFP SECTION</b>
Corporate References	300	3
[SOW] Contractor Staff Requirements	800	4
Technical Approach	700	6
<b>Total Functional Score</b>	<b>1,800</b>	
Cost Score	1,200	7
<b>Total Score (Best Value to the State)</b>	<b>3,000</b>	

The Total Functional Score (up to 1,800 points) is the sum of the scores for Corporate References, Statement of Work (SOW) Contractor Staff Requirements and Technical Approach. The processes used to score these two categories are contained in Subsection 9.4.2, Corporate Reference Scoring and Subsection 9.4.3.1, Contractor Staff Scoring.

### **9.4.1 Administrative Requirements – Corporate References**

There are three hundred (300) maximum points available for the Mandatory Scoreable Corporate References Requirement. The Bidder must submit at least three reference contacts as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.5, Corporate References. If the proposal contains more than three references, the State will perform reference checks on the first three that can be contacted. If a reference cannot be contacted within three tries the Evaluation Team may decide to continue trying, move on to one of the additional references, or if no additional references are provided, they may post a zero score for the reference. If necessary, the AR Sub-Team will ask additional questions to clarify Corporate Reference responses.

- The State will contact references and first validate the information provided in response to Section 4, SOW as referenced in Section 3, Subsection 3.5 and Section 8, Subsection 8.6.1.6, Exhibit 12A, Corporate Reference Form. In the event that information obtained

from the Bidder is incorrect based on the reference validation, the State will assess minimum qualifications based on the corrected information. If the Bidder fails to meet the minimum qualifications, the State shall reject the proposal.

- For the corporate reference scoring, the term “Bidder” applies to the collective team of the primary contractor and its subcontractors. For example, if the primary contractor has successfully completed two major IT system implementation projects similar in size and complexity to CMIPS II and a subcontractor one (different project than the two primary contractor’s projects), then the proposal may use those three projects for references.

### **9.4.2 Corporate Reference Scoring**

The State will ask the corporate reference contact the following questions, and follow-up questions as appropriate, and determine scores for each response.

1. How would you rate the technical skills of the team provided by the Bidder? (Low, Average, High, Not Applicable)
2. How successful was the team provided by the Bidder at managing assigned tasks? (Not Successful, Somewhat Successful, Successful, Very Successful, Exceptionally Successful, Not Applicable)
3. How would you rate the decision-making skills of the team provided by the Bidder? (Low, Average, High, Not Applicable)
4. How successful was the team provided by the Bidder in tracking issues related to assigned tasks and following through to resolution? (Not Successful, Somewhat Successful, Successful, Very Successful, Exceptionally Successful, Not Applicable)
5. How successful was the team provided by the Bidder at risk identification, mitigation and contingency planning related to assigned tasks? (Not Successful, Somewhat Successful, Successful, Very Successful, Exceptionally Successful, Not Applicable)
6. How would you rate the initiative of the team provided by the Bidder? (Low, Average, High, Not Applicable)
7. How would you rate the inter-personal skills of the team provided by the Bidder? (Low, Average, High, Not Applicable)
8. How would you rate the productivity of the team provided by the Bidder? (Low, Average, High, Not Applicable)
9. How would you rate the stability of the team provided by the Bidder? (Low, Average, High, Not Applicable)
10. How would you rate the overall performance of the team the Bidder provided on the project? (Low, Average, High, Not Applicable)

Each of the three (3) Corporate Reference checks can receive a maximum one hundred (100) points which are evaluated based on the responses given by the Corporate Reference contacts to the ten (10) questions above. Each question is weighted equally (ten [10] maximum points each). A Corporate Reference response is given zero (0) points if a reference contact responds with “Not Applicable” to a question. A Corporate Reference response is also given zero (0) points if a reference contact responds with either “Not Effective”, “Not Successful”, or “No” to a question. All other responses are scored based on the percentage of maximum points shown in Table 17, Corporate Reference Responses. For example, if the answer to Question 4 is “successful” the resulting score would be five (5), e.g., (ten (10) times fifty percent [50%]).

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**Table 17. Corporate Reference Responses**

RESPONSE SET	DEFINITIONS	PERCENTAGE OF POINTS AVAILABLE FOR THE QUESTION
QUESTIONS #2, #4, AND #5 ABOVE REQUIRE ONE OF THE FOLLOWING RESPONSES		
NOT SUCCESSFUL	PERFORMANCE DID NOT MEET CONTRACTUAL REQUIREMENTS. THERE WERE SERIOUS ISSUES AND THE CONTRACTOR’S CORRECTIVE ACTIONS WERE INEFFECTIVE.	0%
SOMEWHAT SUCCESSFUL	PERFORMANCE DID NOT MEET THE CONTRACTUAL REQUIREMENTS. THERE WERE ISSUES, SOME OF A SERIOUS NATURE, FOR WHICH CORRECTIVE ACTION WAS ONLY SOMEWHAT EFFECTIVE.	25%
SUCCESSFUL	PERFORMANCE MET CONTRACT REQUIREMENTS. THERE WERE SOME MINOR ISSUES, AND CORRECTIVE ACTIONS TAKEN BY THE CONTRACTOR WERE ACCEPTABLE.	50%
VERY SUCCESSFUL	PERFORMANCE MET ALL CONTRACT REQUIREMENTS AND EXCEEDED SOME TO THE REFERENCE’S BENEFIT. THERE WERE A FEW MINOR ISSUES, WHICH WERE NEGLIGIBLE.	75%
EXCEPTIONALLY SUCCESSFUL	BEST-IN-CLASS PERFORMANCE. PERFORMANCE MET ALL CONTRACT REQUIREMENTS AND EXCEEDED SEVERAL TO THE REFERENCE’S BENEFIT. NO ISSUES WERE ENCOUNTERED	100%
NOT APPLICABLE	NO RESPONSE	0%
QUESTIONS #1, #3, #6, #7, #8, #9, AND #10 ABOVE REQUIRE ONE OF THE FOLLOWING RESPONSES		
LOW		30%
AVERAGE		60%
HIGH		100%
NOT APPLICABLE		0%

The total score for an individual Corporate Reference check is the sum of the points evaluated for each question asked of the reference contact. The total score for the Corporate Reference for each Bidder is the sum of all three reference scores.

### **9.4.3 Statement of Work (SOW) Contractor Staff**

#### **9.4.3.1 Contractor Staff Scoring**

Eight hundred (800) maximum points are available for the Contractor Staff References. The State scores each Contractor Staff member's experience against the requirements in Section 4, SOW as referenced in Section 8, PROPOSAL FORMAT.

The total years and months experience stated on the Resume Summary Form, Exhibit 12, should equal the experience documented in the Resume. If a discrepancy exists between the Resume Summary Form and the Resume, the Resume takes precedence and is used in the evaluation and scoring calculation.

Proposed Contractor Staff who meet the minimum experience requirements for their designated role but do not exceed them are given zero (0) points. Proposed Contractor Staff who meet or exceed the desired experience requirement are awarded the full points available for that role. Proposed Contractor Staff who exceed any minimum requirement for their designated role but do not meet or exceed the desired experience requirement are scored on a graduated scale. This graduated percentage is calculated by taking the number of months in excess of the minimum (zero is assumed where "n/a" is specified) required duration divided by the difference between the minimum and desired length of experience in months. The percentage is then applied to the total points available for that requirement (see example below). Proposed Contractor Staff who meet or exceed the desired experience requirements are awarded the full points available for that role. Points available for each Contractor Staff role are identified in Table 18, Contractor Staff Scoring.

#### **Example:**

Project Management (PM) Advisor - Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.1, Project Management Advisor, for a large integration project comparable in size and complexity to CMIPS II.

	<b>MINIMUM EXPERIENCE 3 years</b>	<b>DESIRED EXPERIENCE 5 years</b>	<b>MAXIMUM POINTS 30</b>
Vendor A	3 years	3 years experience	0 points
Vendor B	3 years	4 years experience	15 points (12 months x 1.25 points)
Vendor C	3 years	5 years experience	30 points (24 months x 1.25 points)

Based on the Bidder's response in its Proposal for the experience of each Contractor Staff member, the evaluator first determines if all requirement elements have been addressed satisfactorily and the time cited does not overlap time used to qualify for another requirement. The evaluator then determines the amount of experience attributable to that Contractor Staff member and calculates the graduated percentage used to determine total points. Some items are

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“yes” or “no,” for example, whether the Project Management Advisor has a PMP Certificate. In those cases, the evaluator will enter a zero (0) for a “no” and 100% for a “yes.”

**Table 18. Contractor Staff Scoring**

<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
<b>Project Management (PM)Advisor</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.1, Project Management Advisor, for a large integration project comparable in size and complexity to CMIPS II.	30	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.	25	3 years	5 years
Experience in Software Life Cycle processes – Risk Management adhering to standards defined in IEEE 1540-2001.	25	3 years	5 years
Possession of a Project Management Institute (PM) Project Management Professional (PMP) Certificate.	10	n/a	Yes
Possession of ITIL Foundation Certification.	5	n/a	Yes
Experience developing and maintaining project work plans using Microsoft Project or similar project management tool.	5	n/a	5 years
Project management experience in State programs.	10	n/a	5 years
Project management experience in statewide projects involving county-based implementation of an information technology solution.	10	n/a	5 years
<b>Project Management Advisor Total Points</b>	120		
<b>Business Change Management Analyst (BCM)</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.2, Business Change Management Analyst, for a large integration project comparable in size and complexity to CMIPS II.	30	3 years	5 years
Experience performing gap analyses and workload impact estimates for proposed business process changes.	20	3 year	5 years
Experience organizing and facilitating business requirements and process flow work group reviews.	20	3 year	5 years
Experience identifying, tracking and reporting project issues through resolution.	5	3 year	5 years

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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
Experience identifying and documenting business requirements and related business process flows.	5	3 year	5 years
Business Change Management experience in State programs.	10	n/a	5 years
Business Change Management experience in statewide projects involving county-based implementation of an information technology solution.	10	n/a	5 years
<b>BCM Analyst Total Points</b>	100		
<b>System Engineering Architect</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.3, System Engineering Architect, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Experience providing input on current information technology industry practices to support design, development and technical architecture design specifications for a large integration project comparable in size and complexity to CMIPS II.	15	3 years	5 years
Experience assessing impact of proposed system changes, participating in change control meetings, and validating implementation of changes.	10	3 years	5 years
Experience in risk identification, mitigation and contingency planning associated with technical issues.	10	3 years	5 years
Experience analyzing performance requirements and associated metrics for a large network or web-based application comparable in size and complexity to CMIPS II.	10	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3, Development Process.	15	3 years	5 years
Experience designing, developing, and implementing interfaces via an Enterprise Service Bus.	5	n/a	3 years
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	5	n/a	3 years
Experience addressing State and local technical issues in statewide projects involving county-based implementation of an information technology solution.	10	n/a	5 years

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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
<b>System Engineering Architect Total Points</b>	100		
<b>System Engineering /Interface Lead</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.4, System Engineering/Interface Lead, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	10	3 years	5 years
Experience identifying and documenting business requirements and related business process flows.	10	3 years	5 years
Experience documenting technical specifications, including managing changes to requirements and technical specifications.	10	3 years	5 years
Experience overseeing and developing test plans and scripts for interfaces.	10	1 year	5 years
PM experience performing tasks defined in Appendix F of the PMBOK in the integration, scope, risk, time, cost and communication management areas for a large integration project comparable in size and complexity to CMIPS II.	5	n/a	1 year
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	5	n/a	5 years
Experience coordinating with local government agencies.	5	n/a	5 years
Experience designing, developing and implementing interfaces via an Enterprise Service Bus.	5	n/a	3 years
<b>System Engineering/Interface Lead Total Points</b>	80		
<b>Test Lead</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.5, Test Lead, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Test Lead experience, defined as overseeing performance of all system test activities, for a large integration project(s) comparable in size and complexity to CMIPS II.	10	3 years	5 years
Test Lead experience in planning, developing, executing and monitoring performance of interface testing activities.	5	3 years	5 years
Test Lead experience in planning, developing, executing and monitoring performance of data	5	3 years	5 years



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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
conversion testing activities for a network or web-based database application comparable in size and complexity to CMIPS II.			
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	5	3 years	5 years
Experience in software test documentation adhering to standards defined in IEEE 829-1998.	10	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.	5	n/a	5 years
Experience directing or coordinating testing activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	10	n/a	5 years
Experience directing or coordinating testing activities for large applications comparable in size and complexity to CMIPS II.	10	n/a	5 years
<b>Test Lead Total Points</b>	80		
<b>Configuration Management Analyst</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.6, Configuration Management Analyst, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Configuration Management experience, defined as overseeing and performing change management, version control, and release management, for a large integration project(s) comparable in size and complexity to CMIPS II.	15	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	10	3 years	5 years
Experience overseeing and performing requirements management for a large integration project(s) comparable in size and complexity to CMIPS II.	10	3 years	5 years
Experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.	10	3 years	5 years
Project Management experience, defined as	5	n/a	5 years

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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.			
Experience in software configuration management plans adhering to standards defined in IEEE 828-1998.	5	n/a	5 years
Experience directing and/or overseeing configuration management activities using an automated tool set for assuring appropriate version control and release management.	5	n/a	3 years
<b>Configuration Management Analyst Total Points</b>	80		
<b>Database Analyst</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.7, Database Analyst, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Database Analyst experience, defined as design and documentation of databases for a large integration project(s) comparable in size and complexity to CMIPS II.	15	3 years	5 years
Database Analyst experience, defined as performance evaluation, optimizing and tuning of databases, for a large integration project(s) comparable in size and complexity to CMIPS II.	15	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	10	3 years	5 years
Experience modeling information, and creating entity-relationship diagrams or equivalent database design documentation.	5	3 years	5 years
Experience facilitating Joint Application Design (JAD) sessions.	5	n/a	5 years
Experience directing or coordinating database design activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	5	n/a	5 years
Experience directing or coordinating database design activities for large applications comparable in size and complexity to CMIPS II.	5	n/a	5 years
<b>Database Analyst Total Points</b>	80		
<b>Data Conversion Coordinator</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.8, Data Conversion Coordinator, for a large integration	20	3 years	5 years

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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
project comparable in size and complexity to CMIPS II.			
Database Quality Assurance/Conversion experience for a large integration project from a legacy to a newly developed system comparable in size and complexity to CMIPS II.	10	3 years	5 years
Experience developing and overseeing test plans to ensure completeness and accuracy of data quality assurance and conversion.	10	3 years	5 years
Experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.	10	3 years	5 years
Experience documenting database quality assurance and conversion plans.	5	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.	5	n/a	3 years
Experience directing or coordinating data conversion activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	10	n/a	3 years
Experience directing or coordinating data conversion activities for large applications comparable in size and complexity to CMIPS II.	10	n/a	3 years
<b>Data Conversion Coordinator Total Points</b>	80		
<b>Project Scheduler</b>			
Experience in the major responsibilities as defined in SECTION 4, Subsection 4.3.9, Project Scheduler, for a large integration project comparable in size and complexity to CMIPS II.	20	3 years	5 years
Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.	20	3 years	5 years
Project experience supporting project management in work plan development and maintenance for implementing a large integration project comparable in size and complexity to CMIPS II using Microsoft Project™.	15	3 years	5 years
Experience supporting project management	15	3 years	5 years

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<b>ROLE</b>	<b>MAX. POINTS</b>	<b>MINIMUM EXPERIENCE</b>	<b>DESIRED EXPERIENCE</b>
activities associated with implementing a large integration project comparable in size and complexity to CMIPS II with at least 10 remote locations.			
Project scheduling experience during implementation of a statewide county based application comparable in size and complexity to CMIPS II.	5	n/a	5 years
Project scheduling experience for large applications comparable in size and complexity to CMIPS II.	5	n/a	5 years
<b>Project Scheduler Total Points</b>	<b>80</b>		
<b>Staff Total Points</b>	<b>800</b>		

#### **9.4.3.2 Technical Approach**

Seven hundred (700) maximum points are available for the Technical Approach. This score will represent the degree to which the Bidder demonstrates an understanding of Implementation Phase Systems Engineering services. The maximum points allowed for Technical Approach are broken down as follows:

<b>Factors</b>	<b>Maximum Points</b>
• Demonstrated an understanding of the contracted services for each of the nine roles.	300
• Identified a minimum of two risks/challenges that could affect the successful delivery of the contracted services for each of the nine roles and proposed mitigation for each risk/challenge.	200
• Identified critical success factors for each of the nine roles	200

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Percentage of Maximum Points	Interpretation	Scoring Criteria
10%	Inadequate	Proposal response is inadequate or does not meet OSI's needs/requirements or expectations. The omissions, flaws, or defects are significant and unacceptable.
50%	Barely Adequate	Proposal response is barely adequate or barely meets OSI's needs/requirements or expectations. The omissions, flaws, or defects are inconsequential and acceptable.
75%	Fully Adequate	Proposal response is fully adequate or fully meets OSI's needs/requirements or expectations. The omissions, flaws, or defects, if any, are inconsequential and acceptable.
100%	Excellent or Outstanding	Proposal response is above average or exceeds OSI's needs/requirements or expectations. Minimal weaknesses are acceptable. Proposer offers one or more factors that will enable performance to exceed OSI's expectations. No omissions, flaws, or defects.

#### **9.4.4 Functional Score and Point Allocation**

The total scores from the Corporate References, Contractor Staff Requirements and Technical Approach will be totaled to provide the Total Functional Score. The Total Functional Score will be posted at the Cost Proposal opening.

#### **9.5 Cost Evaluation**

The Cost Requirements Sub-Team will evaluate the Cost Proposals for compliance with the RFP requirements. The Cost Evaluation will consist of the following steps:

1. Cost Submission Review
2. Cost Requirements Evaluation
3. Consistency with Volume 1
4. Preference Evaluations

##### **9.5.1 Cost Submission Review**

The Cost Requirements Sub-Team conducts a submission review. This is to evaluate that Volume 2 – Cost Proposal meets the following requirements:

- Was delivered on time
- Was properly marked and sealed in a separate container
- Properly identified the “Master” copy
- Had the correct number of copies
- Contained a completed Cost Worksheet(s)

- Was in conformance with the format specifications of Section 8, PROPOSAL FORMAT.

Absence of required information may result in the Proposal being deemed non-responsive and may be cause for rejection.

### **9.5.2 Cost Requirements Evaluation**

The Cost Requirements Evaluation of the Final Proposal focuses on ensuring that the following requirements are met:

- All required cost tables are included in the required format.
- The Bidder cost information includes costs of the Contractor Staff, and reimbursable travel costs defined in this RFP.

Costs, quantities and extensions are checked for any mathematical errors. The calculated fields in the Bidder's hard copy Cost Proposal should match those in the Bidder's submitted soft copy of Exhibit 10, Cost Tables. The Cost Evaluation Sub-Team will, in addition, re-enter the Bidder's data from the hard copy Cost Proposal into its own copy of Exhibit 10, Cost Tables, for verification. If there are differences, the Cost Requirements Sub-Team will make corrections allowed in RFP Section 2, RULES GOVERNING COMPETITION, Subsection 2.4.9, Errors in the Final Proposal. After all Cost Proposals are evaluated, the Cost Requirements Sub-Team meets to calculate the Cost Score, taking into account Bidder Preferences, as applicable. See Subsection 9.5.3, Preference Evaluations, below.

### **9.5.3 Preference Evaluations**

Bidder Preferences are evaluated based on the following:

#### **9.5.3.1 *Small Business Preference***

All Bidders who claim the small business preference and are responsive California certified small businesses will have their proposal(s) increased as defined in Section 3, ADMINISTRATIVE REQUIREMENTS, Subsection 3.7.1, Small Business Preference, and Subsection 3.7.2, California Certified Small Business Subcontractor Preference.

#### **9.5.3.2 *Local Agency Military Base Recovery Act (LAMBRA) Preference***

Based on the five percent (5%) Worksite Preference Eligibility and Labor Hours preference and the one percent (1%) to four percent (4%) Workforce Preference, the preferences are limited to a maximum of nine percent (9%), not to exceed fifty thousand dollars (\$50,000) per bid. In combination with any other preferences, the maximum limit is fifteen percent (15%) of the lowest responsive bid; and, in no case more than one hundred thousand dollars (\$100,000) per bid.

#### **9.5.3.3 *Target Area Contract Preference Act (TACPA) Preference***

Based on the five percent (5%) Worksite Preference Eligibility and Labor Hours preference and the one percent (1%) to four percent (4%) Workforce Preference, the preferences are limited to a maximum of nine percent (9%), not to exceed fifty thousand dollars (\$50,000) per bid. In combination with any other preferences, the maximum limit is fifteen percent (15%) of the lowest responsive bid; and, in no case more than one hundred thousand dollars (\$100,000) per bid.

#### **9.5.3.4 Enterprise Zone Act (EZA) Preference**

Based on the five percent (5%) Worksite Preference Eligibility and Labor Hours preference and the one percent (1%) to four percent (4%) Workforce Preference, the preferences are limited to nine percent (9%), not to exceed fifty thousand dollars (\$50,000) per bid. In combination with any other preferences, the maximum limit is fifteen percent (15%) of the lowest responsive bid; and, in no case more than one hundred thousand dollars (\$100,000) per bid.

#### **9.5.4 Cost Score and Point Allocation**

The Cost Score of each Bidder's Final Proposal will be determined after any adjustments as described in Section 2, RULES GOVERNING COMPETITION, Subsection 2.4.9, Errors in the Final Proposal, have been made, any errors corrected, and consideration of the Small Business, LAMBRA, TACPA and EZA Bidding Preferences, if applicable. Once all Total Evaluated Costs are determined, the Cost Review Sub-Team will calculate the Cost Score for each responsive Bidder to the nearest hundredth of a point.

The Cost Score represents forty percent (40%) of the total points attainable in the RFP evaluation process. The maximum Cost Score is one thousand two hundred (1,200) points. The total project costs for evaluation purposes are listed in Table 19, Total Project Cost Evaluation.

**Table 19. Total Project Cost Evaluation**

(1)	(2)	(3)	(4)	(5)
LINE #	COST COMPONENT	CONTRACT COST (UP TO 3 YEARS)	TWO ONE-YEAR EXTENSIONS	TOTAL CONTRACT COST (5 YEARS)
1	Project Management Advisor	\$	\$	\$
2	Business Change Management (BCM) Analyst	\$	\$	\$
3	System Engineering Architect	\$	\$	\$
4	System Engineering/ Interface Lead	\$	\$	\$
5	Test Lead	\$	\$	\$
6	Configuration Management Analyst	\$	\$	\$
7	Database Analyst	\$	\$	\$
8	Data Conversion Coordinator	\$	\$	\$
9	Project Scheduler	\$	\$	\$
	<b>Total Proposal Cost</b>	\$	\$	\$

All Bidder Cost Scores are based on the ratio of the Bidder's Total Proposal Cost to the Total Proposal Cost associated with the lowest responsive proposal multiplied by the maximum number of cost points (1,200), as shown below.

$$\frac{\text{Lowest Total Proposal Cost} \times 1,200}{\text{Bidder's Total Proposal Cost}} = \text{Bidder's Cost Score}$$

**Table 20. Cost Scoring Example**

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BIDDER	TOTAL PROPOSAL COST	CALCULATION	BIDDER SCORE
A	\$375,000	\$350,000 (Bidder B) X 1,200 (weight) \$375,000 (Bidder A)	1,120
B	\$350,000	\$350,000 (Bidder B) X 1,200 (weight) \$350,000 (Bidder B)	1,200
C	\$420,000	\$350,000 (Bidder B) X 1,200 (weight) \$420,000 (Bidder C)	1,000

## 9.6 Determination of Proposed Awardee

The Proposed Awardee is the responsive, responsible Bidder that has the highest combined score for the Functional evaluation and the Cost evaluation as determined by summing the points awarded for each of the categories, identified in Table 16, Evaluation Scoring.

Cost adjustments for preference claims (TACPA, EZA, LAMBRA and Small Business) and DVBE participation incentives will be performed during cost assessment.

The DVBE Incentive percentage is applied to administrative (non-technical) and cost points earned by the Bidder. For this RFP, the Corporate References, Contractor Staff Requirements, and Technical Approach are considered technical requirements as each measures the Bidder's technical ability to deliver the desired services. Since administrative requirements are scored only as Pass/Fail, the DVBE incentive percentage is applied only to the cost score points. The following illustrates the incentive points available based on the Bidder confirmed percent of DVBE participation, based on a maximum of 3000 points (1800 Total Functional Score and 1200 Cost Score), and at least one (low cost) bidder earning the maximum of 1200 cost points.

### Example 1. Example DVBE Incentive Calculation

Confirmed DVBE Participation of:	DVBE Incentive:
More than 3%	(10% of 1200)= 120
3%	(7% of 1200)= 84
2% or more but less than 3%	(5% of 1200)= 60
1% or more but less than 2%	(3% of 1200)= 40
Less than 1%	0

Example 2 illustrates how DVBE incentives and Small Business Preferences would be applied in a slightly different scenario. In the example, Bidder A initially has the most points (2620 total score (technical and cost)). As the only small business, Bidder C earns the 5% small business preference, which is applied to the total score (accumulated technical, non-technical



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and cost points, prior to incentives and preferences). Bidders A and B earn DVBE preference points and Bidder B has the highest total points after applying the DVBE incentive of 10% (resulting from confirmed DVBE participation of more than 3%). In this example Bidder B would be awarded the contract.

**Example 2. Example Bidder Points with Small Business Preference and DVBE Incentive Applied**

Bidder	Meets Small Business Requirement?	Technical Requirement Points (W)	Cost Points (X)	Total Score before Incentives (H)	Small Business Preference Points ( $H \times 0.05$ )=S	Total Points w/ Small Bus $= (W+X+S)$	DVBE INCENTIVE % from Table 1 (Y)	DVBE incentive points (Z) = (X * Y)	Total Score
A	no	1500	1120	2620	-	2620	3%	33.60	2653.60
B	no	1400	1200	2600	-	2600	10%	112	2712
C	yes	1375	1000	2375	130	2505	0%	-	2505

**Where H** = the highest Total Point score among the non-small business Bidders - in this case, 2620 (Bidder A).

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## 10 CONTRACT

### STANDARD AGREEMENT

STD 213 (Rev 06/03)

	AGREEMENT NUMBER
	REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**Health and Human Services Agency/Office of Systems Integration**

CONTRACTOR'S NAME

2. The term of this Agreement is: \_\_\_\_\_ through \_\_\_\_\_

3. The amount of this contract shall not exceed \_\_\_\_\_, consisting of \_\_\_\_\_ for the fixed price and volume dependent fixed rate tasks specified herein, plus \_\_\_\_\_ set aside for payment of work authorizations specifically authorized herein.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit 1 – Statement of Work	X pages
Exhibit 2 – IT General Provisions <a href="http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20(Final)1.pdf">http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20(Final)1.pdf</a>	X pages
Exhibit 3 – IT Personal Services Special Provisions <a href="http://www.documents.dgs.ca.gov/pd/modellang/PersonalServiceSpecial020807.pdf">http://www.documents.dgs.ca.gov/pd/modellang/PersonalServiceSpecial020807.pdf</a>	X pages
Exhibit 4 - OSI Special Provisions	X Pages
Exhibit 5 – Cost Tables (Rates and Pricing)	X pages
Exhibit 6 – Certifications	X pages
Exhibit 7 – Federal Assurances – Non-construction Programs	X pages
Exhibit 8 – Vendor's Proposal	X pages

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<b>California Department of General Services Use Only</b>
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
		<input type="checkbox"/> Exempt per:

## **10.1 Department of General Services (DGS) General Terms and Conditions**

The contract entered into with the State of California will include the Information Technology (IT) Model Contract Language and the Special Provisions below:

- Information Technology (IT) General Provisions

[http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20\(Final\)1.pdf](http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20(Final)1.pdf)

- Information Technology (IT) Personal Services Special Provisions

<http://www.documents.dgs.ca.gov/pd/modellang/personalservicespecial012103.pdf>

## **10.2 Special Provisions**

### **10.2.1 Acceptability of Contractor Performance**

The OSI shall be the sole judge of the acceptability of all work performed and all work products produced by the Contractor as a result of the contract. Should the work performed or the products produced by the Contractor fail to meet the minimum OSI conditions, requirements or other applicable standards, specifications or guidelines, the following resolution process shall be employed except as superseded by other binding processes.

The OSI shall notify the Contractor in writing, within fifteen (15) business days after receipt of each deliverable or after completion of each phase of service, of any acceptance problems by identifying the specific inadequacies and/or failures in the services performed and/or the products produced by the Contractor.

The Contractor shall, within five (5) business days after initial problem notification, respond to the OSI by submitting a detailed explanation describing precisely how the identified services and/or products actually adhere to and satisfy all applicable requirements, and/or a proposed corrective action plan to address the specific inadequacies and/or failures in the identified services and/or products. Failure by the Contractor to respond to the OSI initial problem notification within the required time limits may result in immediate contract termination. In the event of such termination, the OSI shall pay all amounts due to the Contractor for all work accepted prior to termination.

The OSI shall, within five (5) business days after receipt of the Contractor-detailed explanation and/or proposed corrective action plan, notify the Contractor in writing whether it accepts or rejects the explanation and/or plan. If the OSI rejects the explanation and/or plan, the Contractor shall submit a revised corrective action plan within three (3) business days of notification of rejection. Failure by the Contractor to respond to the OSI notification of rejection by submitting a revised corrective action plan within the required time limits may result in immediate contract termination. In the event of such termination, the OSI shall pay all amounts due to the Contractor for all work accepted prior to termination.

The OSI shall, within three (3) business days of receipt of the third revised corrective action plan, notify the Contractor in writing whether it accepts or rejects the revised corrective action plan proposed by the Contractor. Rejection of the third revised corrective action plan may result in immediate contract termination. In the event of such termination, the OSI shall pay all amounts due to the Contractor for all work accepted prior to termination.

### **10.2.2 Problem Escalation**

The parties acknowledge and agree that certain technical and/or project-related problems or issues may arise, and that such matters shall be brought to OSI's attention. Problems or issues shall normally be reported in regular status reports or in-person meetings. However, there may be instances where the severity of the problem justifies escalated reporting. To this extent, the CMIPS II Procurement/Administrative Manager in charge shall determine the level of severity, and notify the appropriate OSI personnel. The OSI personnel notified, and the time period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The OSI personnel include, but are not limited to the following:

- First level, the CMIPS II Procurement/Administrative Manager (for project-related escalation) or the OSI Chief of Administration (for OSI Central-related escalation) and
- Second level, the OSI Director.

### **10.2.3 Contractor Parameters**

The OSI shall not reimburse for any expenses incurred by the Contractor in the execution of activities as described by the contract, except as specifically preauthorized in writing by the OSI.

The Contractor shall provide the information technology (IT) services described in the contract, at a minimum during normal state business hours (8 a.m. to 5 p.m. Monday through Friday) with the exception of state holidays, and at all other times as required to successfully provide the IT services described by the contractor.

The OSI may terminate the contract by providing thirty (30) calendar days written notice to the Contractor. In the event of such termination, the OSI shall pay all amounts due to the Contractor for all work accepted prior to termination.

### **10.2.4 Conflict of Interest**

If a consultant makes or participates in making without significant, substantive review governmental decisions or serves in a staff capacity and in that capacity participates in making a governmental decision or performs the same or substantially all the same duties for the OSI that would otherwise be performed by a state employee whose positions OSI specifies in the its Conflict of Interest Code is required to file a Statement of Economic Interest, then the consultant will be required to complete the Statement of Economic Interest.

In addition to other conflict of interest provisions, consultants, as defined in Section 18701(a)(2), Title 2, Division 56 of the State's Code of Regulations, are subject to post-governmental employment bans (see Government Code §87400 et seq.). Contractors are responsible for reviewing applicable conflict of interest statutes and regulations and ensuring compliance prior to submitting staff for consideration. Additional information may be obtained at [www.fppc.ca.gov](http://www.fppc.ca.gov).

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To the extent it would constitute a conflict of interest, the Contractor shall not be eligible to serve as the primary contractor or subcontractor in any contract that is the result of the services provided pursuant to the contract. However, the Contractor shall be eligible to serve in a project management role over the primary contractor and its subcontractors on behalf of the State (e.g., provide independent verification and validation or oversight of the primary contractor's system architect, administrative processes, system engineering, and quality assurance). The Contractors shall also be eligible to serve in a project-management role or as the prime or subcontractor in other contracts (i.e., contracts resulting from activities outside the scope of this contract). This prohibition is made in order to comply with State law and federal regulation 45 CFR §74.43 which provides, in part, as follows:

The recipient shall be alert to organizational conflicts of interest as well as non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft grant applications, or contract specifications, requirements, statements of work, invitations for bids and/or request for proposals, shall be excluded from competing for such procurements.

### **10.3 Description of Services**

The Contractor will provide the staff identified in Subsection 10.3.3, Contractor Staff and Rates, to perform a variety of information technology tasks related to oversight and support of the CMIPS II implementation. These Contractor Staff will perform the tasks and provide the services as specified in the Statement of Work attached, incorporated into, and made a material part of this contract and as specified in contractor's proposal. In the event of a conflict between these two documents, the RFP HHSA OSI #17280 shall take precedence over the bidder's proposal.

#### **10.3.1 Invoice and Payment**

The Contractor may submit monthly invoices in arrears for the hours the Contractor Staff work on CMIPS II as specified in the Statement of Work and any mutually agreed upon Work Plan. Work shall be paid at the applicable Contract rate specified in Exhibit 10-Cost Tables. Unless otherwise specified, original invoices should be submitted directly to:

Office of Systems Integration  
Attn: Accounting Office  
P. O. Box 138014  
Sacramento CA 95813-8014

Invoice shall be submitted in triplicate and shall include:

- Contract registration number (if applicable)
- Agency Purchase Order Number
- Item Number
- Services or Product ID number
- Unit price
- Extended item price

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- Invoice total amount and, if applicable,
- If applicable, Exhibit 13, Disabled Veteran Business Enterprise (DVBE) Participation Expenditure Report

All invoices submitted must be approved for payment by the CMIPS II Project Manager or his or her designee prior to payment.

**10.3.1.1 *Required Payment Date***

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 97 et seq. Unless expressly exempted by status, the Act requires state agencies to pay properly submitted, undisputed invoices not more than forty-five (45) days after (a) the date of acceptance of goods or performance of services; or (b) receipt of an undisputed invoice – whichever is later.

**10.3.1.2 *Shipping Instructions***

When the Purchase Order or contract allows prepaid/add transportation charges, submit original receipt expense bill if freight charges are over \$50.00. All shipments shall be F.O.B. Destination Freight Prepaid unless otherwise specified. All orders must include a copy of the packing slip inside the carton and a copy security attached to the outside of the shipping carton.

**10.3.2 Deliverables**

Contractor Staff will provide a written Status Report bi-weekly following contract start date using Exhibit 9, Status Report Template.

**10.3.3 Contractor Staff and Rates**

The following Contractor Staff will perform the tasks described in the SOW, at the rates indicated:

Person	Labor Category	Fiscal Year	Hourly Rate	Number of Hours	Travel Costs	Total Cost

**10.3.4 Notices**

Notice will be deemed to have been given by the parties under this Contract if in writing and delivered personally, by messenger, by fax or e-mail, or mailed by first class, registered or certified mail postage prepaid, to the addresses specified below. Each party is under an affirmative duty to provide notice to the other of changes to the information provided below.

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**Contractor Manager:**

<Contractor Name>  
<Title>  
<Mailing Address>  
<Telephone Number>  
<Email Address>

**CMIPS II Procurement/Administrative Manager:**

John Parker  
8745 Folsom Blvd., Suite 230  
Sacramento, CA 95826  
916.229.0884  
[John.Parker@osi.ca.gov](mailto:John.Parker@osi.ca.gov)

**CMIPS II Project Manager:**

Bob Ferguson  
8745 Folsom Blvd., Suite 230  
Sacramento, CA 95826  
916.229.0881  
[Bob.Ferguson@osi.ca.gov](mailto:Bob.Ferguson@osi.ca.gov)

### **10.3.5 Responsibilities of Parties**

In addition to performing the work and providing the Contractor Staff as specified in the Statement of Work and Bidder's proposal, the following section describes additional responsibilities of the Contractor and the State.

#### **10.3.5.1 *Contractor Responsibilities***

The Contractor will designate a "Contractor Manager" to whom all project communications may be addressed and who has the authority to act on all aspects of contracted services. The designated Contractor Manager will act as a single point of contact for any administrative issues impacting the performance of Contractor Staff provided under the terms and conditions of the Agreement and any resultant risks to the project

The Contractor will provide project management for all Contractor activities associated with the project. Prior to termination of the Agreement, the Contractor shall return all OSI property, including security badges.

The Contractor shall comply with all applicable OSI policies, procedures and templates. For samples of OSI Best Practices policies, procedures, and templates please refer to <http://www.osi.ca.gov>.

All Contractor/Subcontractor work products and deliverables shall be stored on OSI local area network (LAN) storage devices at all times. The most current version of all work products and deliverables must be in State possession and continuously available for State review at all times.

Contractor Staff is responsible for maintaining their State supplied workspace and all State equipment in good working order and is responsible for any theft or damage to State equipment in Contractor/ Subcontractor Staff possession. While on State property and using State equipment Contractor/Subcontractor Staff shall be subject to all applicable State rules and regulations. While on State premises and using State equipment Contractor/Subcontractor Staff shall be subject to all applicable State rules and regulations.

#### **10.3.5.2 *State Responsibilities***

The State shall designate a “State Contract Manager” to whom all Contractor communications may be addressed and who has the authority to act on all aspects of the services.

The State will provide timely review and approval of the Contractor information and documentation provided by the Contractor in order for the Contractor to perform its obligations under this SOW.

The State will provide office space, including desk, chair, telephone, personal computer, printer access, Internet connection, Microsoft Office and Microsoft Project (for business use) in the Sacramento area for Contract Staff, which will be co-located with the CMIPS II Project Office staff. Additionally, the CMIPS II Project Office will provide connectivity to the Department of Technology Services’ WAN and public internet. A pager and/or cellular phone, and related service will be provided for each of the Contractor Staff for whom the CMIPS II Project Office deems it necessary.



## EXHIBIT 1 - ADA COMPLIANCE POLICY

### ADA Notice

Procurement Division (State Department of General Services)  
AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE  
**POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY**

To meet and carry out compliance with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodations for the Procurement process, please contact the Procurement Division at (916) 375-4400, the Procurement Division TTY/TDD (Telephone Device for the Deaf) or California Relay Service numbers which are listed below. You may also directly contact the Procurement Division contact person that is handling this procurement.

**IMPORTANT: To ensure that we can meet your needs, it is best that we receive your requests at least 10 (ten) WORKING DAYS before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadline due date for Procurement documents.**

The Procurement Division TTY telephone numbers are:

Sacramento Office: (916) 376-1891  
Fullerton Office: (714) 773-2093

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922 or 1-888-877-5379  
TTY: 1-800-735-2929 or 1-888-877-5378  
Speech to Speech: 1-800-854-7784

## EXHIBIT 2 - LETTER OF INTENT TO BID

(Sample)

Tom Abeyta  
Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605

Reference: RFP HHSA OSI #17280

This is to notify you that it is our present intent to (Bidder shall specify) {submit/\*not submit} information in response to the above referenced RFP. The individual to whom all information regarding this RFP should be transmitted is:

Name:

Address:

City, State, & Zip

Phone Number:

Fax Number:

Email Address:

***We are enclosing with this letter a signed Confidentiality Statement and Financial Responsibility Information.***

\*If declining to bid, please state reason(s) why:

Sincerely,

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Company

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
Email Address

## **EXHIBIT 3 – FINANCIAL INTEREST DISCLOSURE**

[Bidder must use company letterhead]

Date

Tom Abeyta  
Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605

In response to the above referenced RFP, [Bidder Company Name] discloses the following financial interests (e.g., service contract, Original Equipment Manufacturer (OEM) agreements, re-marketing agreements) that may foresee ably allow [Bidder Company Name] to materially benefit from the State's adoption of a course of action recommended in the feasibility study or the acquisition recommendations. [Bidder Company Name] understands that, if in the State's judgment the financial interest will jeopardize the objectivity of the recommendations, the State may reject [Bidder Company Name] response to this RFP.

Financial Interest Information (Expand as needed)			
Organization	Contract #	Contract Dates	Contract Title
	Contract Focus:		
	Contract Focus:		
[Bidder Company to enter a statement in this box if they determine that there are no financial interests to disclose relating to this procurement]			

If the State has any questions, please contact [Bidder Company Contact Name] at [Bidder Company Contact Name telephone number].

[Signature of individual authorized to contractually bind the bidding firm]  
[Title of individual signing this letter]

## **EXHIBIT 4 – STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION**

**SUBMITTED BY:** \_\_\_\_\_

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATES OF FINANCIAL STATEMENTS:** \_\_\_\_\_

### **PRIVACY NOTIFICATION**

The State of California Information Practices Act of 1977 requires the State to provide the following information to individuals who are asked to supply information about themselves:

- The principal purpose for requesting the information on this form is to provide financial information to determine financial qualification. State policy and State and Federal statutes authorize maintenance of this information.
- Furnishing all information on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being completed.
- The official responsible for maintaining the information contained in this form is the Procurement Division Official identified in Section I.5, Procurement Official.
- The State will treat all financial information provided as confidential when designated as such. This information will only be shared with State personnel involved in the evaluation. All financial data will be returned or destroyed if requested. Bidders may be required to provide additional financial data as part of the RFP process.

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**REQUIREMENTS**

The Bidder shall attach financial information (i.e., 10K, Annual Reports, Federal Tax Returns, etc.) for the most recent three (3) years, accompanied by the following statement, which has the title(s) and signature(s) of the individual(s) who prepared, examined or reviewed the information.

“We have (**prepared/examined/reviewed**) the balance sheet(s) of  
(**Bidder**) as of (date) and the related information of income, retained earnings and changes in financial position for the year(s) then ended.

“In (**my/our**) opinion, the financial information mentioned presents fairly the financial position of (Bidder) as of (date) and the results of its operations and changes in its financial position for the year(s) then ended, in conformity with generally accepted accounting principles applied on a consistent basis.”

Typed Name and Title of Preparer	Signature of Preparer	Date
Name of Company:		
Company Address, City, State, Zip:		

## **EXHIBIT 5 – CONFIDENTIALITY STATEMENT**

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the State for the purpose of responding to CMIPS II Implementation Phase Systems Engineering RFP – HHSA OSI #17280 or in conjunction with any contract arising therefore. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the State will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to comply will subject this company to liability, both criminal and civil, including all damages to the State and third parties. I authorize the State to inspect and verify the above.

I warrant that if my company is awarded the contract, it will not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from the State that such third party has an agreement with the State similar in nature to this one.

Typed Name and Title of Representative	Signature of Representative	Date
Typed Name of Company		

## **EXHIBIT 6 - COMPETITIVE BIDDING AND PROPOSAL RESPONSIVENESS**

The purpose of competitive bidding is to secure public objectives in the most value-effective manner and avoid the possibilities of graft, fraud, collusion, etc. Competitive bidding is designed to benefit the public body (the State, in the present context), and is not for the benefit of the Bidders. It is administered to accomplish its purposes with sole reference to the public interest. It is based upon full and free bidding to satisfy State specifications, and acceptance by the State of the most value-effective solution to the State's requirements, as determined by the evaluation criteria contained in the RFP.

Competitive bidding is not defined in any single statute but is more in the nature of a compendium of numerous court decisions. From such court decisions, the following rules have evolved, among others:

1. The RFP must provide a basis for full and fair competitive bidding among Bidders on a common standard, free of restrictions that would tend to stifle competition.
2. The State may modify the RFP, prior to the date fixed for Contract Award, by issuance of an addendum to all parties who are Bidders.
3. To be considered a valid proposal, the proposal must respond and conform to the invitation, including all the documents, which are incorporated therein. A proposal which does not literally comply may be rejected.
4. In order for a bid to be rejected for a deviation, the deviation must be deemed to be of a material nature.
5. State agencies usually have the express or implied right to reject any and all proposals in the best interests of the State. Proposals cannot, however, be selectively rejected without cause.
6. Proposals cannot be changed after the time designated for receipt and opening thereof. No negotiation as to the scope of the work, amount to be paid or contractual terms is permitted. However, this does not preclude the State from clarifying the Bidder's intent by asking questions and considering the answers.
7. A competitive proposal, once opened and declared, is in the nature of an irrevocable option and a contract right of which the public agency cannot be deprived without its consent, unless the requirements for rescission are present. All proposals become public documents.
8. Proposals cannot be accepted "in part," unless the invitation specifically permits such an award.
9. Contracts entered into through the competitive bidding process cannot later be amended, unless the RFP includes a provision, to be incorporated in the contract awarded, providing for such amendment.

Since competitive procurement became the required method for securing certain IT goods or services, the State has received a number of proposals which were deemed to be non-responsive to the requirements of an RFP or which could not be considered as valid proposals within the competitive bidding procedures. Non-responsive proposals or proposals which contain qualification statements or conditions must be rejected. Many of the causes for rejection arise from either an incomplete understanding of the competitive bidding process or administrative oversight on the part of the Bidders. The following examples are illustrative of more common causes for rejection of proposals. These examples are listed solely to assist potential Bidders in submission of responsive proposals and should not be considered an exhaustive list of all potential reasons for rejection.

1. A proposal stated, “The prices stated within are for your information only and are subject to change.”
2. A proposal stated, “This proposal shall expire ninety (90) days from this date unless extended in writing by the \_\_\_\_\_ Company.” (In this instance award was scheduled to be approximately 90 days after the proposal submittal date.)
3. A proposal for lease of IT equipment contained lease plans of a duration shorter than that, which had been requested in the RFP.
4. A personal services contract stated, “\_\_\_\_\_, in its judgment, believes that the schedules set by the State are extremely optimistic and probably unobtainable. Nevertheless, \_\_\_\_\_ will exercise its best efforts...”
5. A proposal stated, “This proposal is not intended to be of a contractual nature.”
6. A proposal contained the notation “prices are subject to change without notice.”
7. A proposal was received for the purchase of IT equipment with unacceptable modifications to the Purchase Contract.
8. A proposal for lease of IT equipment contained lease plans of a duration longer than that which had been requested in the RFP with no provision for earlier termination of the contract.
9. A proposal for lease of IT equipment stated, “...this proposal is preliminary only and the order, when issued, shall constitute the only legally binding commitment of the parties.”
10. A proposal was delivered to the wrong office.
11. A proposal was delivered after the date and time specified in the RFP.
12. An RFP required the delivery of a performance bond covering 50 percent of the proposed contract amount. The proposal offered a performance bond to cover “x” dollars which was less than the required 50 percent of the proposed contract amount.
13. A proposal did not meet the contract goal for Disabled Veterans Business Enterprise (DVBE) participation and did not follow the steps required by the proposal to achieve a “good faith effort”.



**Exhibit 6 (Continued)**

14. A proposal appeared to meet the contract goal for DVBE participation with the dollars submitted, but the Contractor had miscalculated the proposal costs. When these corrections were made by the State, the Contractor's price had increased and the dollars committed for DVBE participation no longer met the goal. The Contractor had not followed the steps to achieve a "good faith effort" maintenance and operations.

## **EXHIBIT 7 - SUBCONTRACTORS**

### **INFORMATION FOR PROPOSED SUBCONTRACTORS**

Complete the required information for each proposed subcontractor. Identify the services/kind of work each will perform if the contract is awarded to the Bidder.

If proposing more than one (1) subcontractor, complete an additional sheet for each additional subcontractor.

Subcontractor name:

Subcontractor address:

Corporate/company director name and position in the company:

Telephone:

Fax:

Email address:

CMIPS II Project contact name and position in the company:

Telephone:

Fax:

Email address:

Services the subcontractor will be performing citing specific RFP Section(s) and Subsection(s):

Indicate percentage of the net bid price (as specified in the solicitation) per subcontractor:

## EXHIBIT 8 - PREFERENCES CLAIMED

ALL BIDDERS, PLEASE CHECK THE APPROPRIATE LINE IN EACH CATEGORY:

1. Small Business Preference

☐ I am a certified small business and the Small Business Preference is applicable to this bid. A copy of my certified form from the Office of Small Business and Disabled Veteran Business Certification is attached.

☐ I have recently filed for small business preference but have not yet received certification.

☐ I am not a certified small business and I am not claiming the small business preference.

☐ I am not a certified small business and I am claiming the small business preference.

Name of Small Business:

\_\_\_\_\_

2. Local Agency Military Base Recovery Act (LAMBRA)

☐ I am claiming the LAMBRA preference and have attached the fully completed copy of the Standard Form 832.

☐ I am not claiming the LAMBRA preference.

3. Target Area Contract Preference Act (TACPA)

☐ I am claiming the TACPA preference and have attached the fully completed copy of the Standard Form 830.

☐ I am not claiming the TACPA preference.

4. Enterprise Zone Act (EZA)

☐ I am claiming the EZA preference and have attached the fully completed copy of the Standard Form 831S.

☐ I am not claiming the EZA preference.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

## EXHIBIT 9 - STATUS REPORT TEMPLATE

DOCUMENT	INFORMATION		
Project Name:		Prepared By:	
Period Covered		Vendor Name:	

### Overall Project Summary

Technical	Business	Schedule	Resource
Green	Green	Green	Green

List all current tasks for current period. Tasks should stay on this section until completed.

Milestones					
Activity (include Master Work Plan WBS code and task name if applicable)	Start		Finish		Status
	Planned	Actual	Planned	Current Estimated (if different)	Blue - completed Green - on track Yellow – date at risk or changed Red – impacts end date
Project End					

Accomplishments achieved from the past period, both in scope and out of scope.

Key Dates		
Previous Period's Accomplishments (include Master Work Plan WBS code and task name, if applicable)	Date Completed	Task Owner

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**Activities for the coming period. Schedule for future events.**

<b>Significant Activities Next Period</b> (include Master Work Plan WBS code and task name if applicable)	<b>Date Planned</b>	<b>Task Owner</b>

**List all risks and their dependencies to other tasks. Items that will stop the progression of the project or change commitments.**

	<b>Risks/Dependencies</b>	
<b>Risk No. and Description</b>	<b>Probability</b>	<b>Impact</b>

**Change Request Summary: List all change requests submitted for project.**

<b>Change Request</b>			
<b>Item #</b>	<b>Description</b>	<b>Date Submitted</b>	<b>Date Approved</b>

**New issues taken from status meeting. Supply owner to assigned action items.**

<b>New Issues/Action Items</b>				
<b>Issue/Action Item</b>	<b>Priority</b>	<b>Impact</b>	<b>Assigned To</b>	<b>Due Date</b>

**Prepared by:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## **EXHIBIT 10 - COST TABLES**

The following cost tables, created in Microsoft Excel 2003, will be provided electronically to bidders submitting a Letter of Intent to Bid.

Refer to Section 7 – Cost Instructions for details on completing the cost tables.

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**Exhibit 10, Cost Tables**

**Table 21. Project Management Advisor Costs**

Start Date: **11/01/2007**

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 5,760.00	
			<b>Total Cost FY 07/08</b>	\$ 5,760.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 8,640.00	
			<b>Total Cost FY 08/09</b>	\$ 8,640.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$8,640.00	\$ 8,640.00
			<b>Total Cost FY 09/10</b>	
FY 10/11 (Jul-Oct)		668		
Travel Costs			\$2,880.00	\$ 2,880.00
			<b>Total Cost FY 10/11</b>	
			<b>Three Year Cost Total</b>	<b>\$ 25,920.00</b>
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$2,880.00	\$ 2,880.00
			<b>Optional Extension Year 1 Costs</b>	<b>\$ 8,640.00</b>
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$2,880.00	\$ 2,880.00
			<b>Optional Extension Year 2 Costs</b>	<b>\$ 8,640.00</b>
			<b>Total Contract Costs</b>	<b>\$ 43,200.00</b>

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**Exhibit 10, Cost Tables**

**Table 22. Business Change Management Analyst Costs**

Start Date: 11/01/2007

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	
		<b>Total Cost FY 07/08</b>	\$	11,520.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 17,280.00	
		<b>Total Cost FY 08/09</b>	\$	17,280.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 17,280.00	
		<b>Total Cost FY 09/10</b>	\$	17,280.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	
		<b>Total Cost FY 10/11</b>	\$	5,760.00
		<b>Three Year Cost Total</b>	\$	51,840.00
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	\$ 11,520.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
		<b>Optional Extension Year 1 Costs</b>	\$	17,280.00
FY 11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	\$ 11,520.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
		<b>Optional Extension Year 2 Costs</b>	\$	17,280.00
		<b>Total Contract Costs</b>	\$	86,400.00



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**Exhibit 10, Cost Tables**

**Table 23. System Engineering Architect Costs**

Start Date: **11/01/2007**

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	
			<b>Total Cost FY 07/08</b>	\$ 2,880.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
			<b>Total Cost FY 08/09</b>	\$ 4,320.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
			<b>Total Cost FY 09/10</b>	\$ 4,320.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	
			<b>Total Cost FY 10/11</b>	\$ 1,440.00
			<b>Three Year Cost Total</b>	<b>\$ 12,960.00</b>
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
			<b>Optional Extension Year 1 Costs</b>	<b>\$ 4,320.00</b>
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
			<b>Optional Extension Year 2 Costs</b>	<b>\$ 4,320.00</b>
			<b>Total Contract Costs</b>	<b>\$ 21,600.00</b>

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**Exhibit 10, Cost Tables**

**Table 24. System Engineering/Interface Lead Costs**

Start Date: 11/01/2007

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	
		<b>Total Cost FY 07/08</b>		\$2,880.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
		<b>Total Cost FY 08/09</b>		\$4,320.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
		<b>Total Cost FY 09/10</b>		\$4,320.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	
		<b>Total Cost FY 10/11</b>		1,440.00
		<b>Three Year Cost Total</b>	<b>\$</b>	<b>12,960.00</b>
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$2,880.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$1,440.00
		<b>Optional Extension Year 1 Costs</b>		<b>\$4,320.00</b>
FY 11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$2,880.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$1,440.00
		<b>Optional Extension Year 2 Costs</b>		<b>\$4,320.00</b>
		<b>Total Contract Costs</b>		<b>\$21,600.00</b>

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**Exhibit 10, Cost Tables**

**Table 25. Test Lead Costs**

Start Date: **11/01/2007**

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336		
Travel Costs			\$ 2,880.00	
			<b>Total Cost FY 07/08</b>	\$ 2,880.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
			<b>Total Cost FY 08/09</b>	\$ 4,320.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
			<b>Total Cost FY 09/10</b>	\$ 4,320.00
FY 10/11 (Jul-Oct)		668		
Travel Costs			\$ 1,440.00	
			<b>Total Cost FY 10/11</b>	\$ 1,440.00
			<b>Three Year Cost Total</b>	<b>\$ 12,960.00</b>
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
			<b>Optional Extension Year 1 Costs</b>	<b>\$ 4,320.00</b>
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
			<b>Optional Extension Year 2 Costs</b>	<b>\$ 4,320.00</b>
			<b>Total Contract Costs</b>	<b>\$ 21,600.00</b>

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**Exhibit 10, Cost Tables**

**Table 26. Configuration Management Analyst Costs**

Start Date: 11/01/2007

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 8,640.00	
<b>Total Cost FY 07/08</b>			\$	8,640.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 12,960.00	
<b>Total Cost FY 08/09</b>			\$	12,960.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 12,960.00	
<b>Total Cost FY 09/10</b>			\$	12,960.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 4,320.00	
<b>Total Cost FY 10/11</b>			\$	4,320.00
<b>Three Year Cost Total</b>			\$	38,880.00
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 8,640.00	\$ 8,640.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 4,320.00	\$ 4,320.00
<b>Optional Extension Year 1 Costs</b>			\$	12,960.00
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 8,640.00	\$ 8,640.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 4,320.00	\$ 4,320.00
<b>Optional Extension Year 2 Costs</b>			\$	12,960.00
<b>Total Contract Costs</b>			\$	64,800.00

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**Exhibit 10, Cost Tables**

**Table 27. Database Analyst Costs**

Start Date: 11/01/2007

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	
		<b>Total Cost FY 07/08</b>	\$	2,880.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
		<b>Total Cost FY 08/09</b>	\$	4,320.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 4,320.00	
		<b>Total Cost FY 09/10</b>	\$	4,320.00
FY 10/11 (Jul-Oct)		668		
Travel Costs			\$ 1,440.00	
		<b>Total Cost FY 10/11</b>	\$	1,440.00
		<b>Three Year Cost Total</b>	\$	12,960.00
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
		<b>Optional Extension Year 1 Costs</b>	\$	4,320.00
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 2,880.00	\$ 2,880.00
FY 12/13 (Jul-Oct)		1826	\$ -	
Travel Costs			\$ 1,440.00	\$ 1,440.00
		<b>Optional Extension Year 2 Costs</b>	\$	4,320.00
		<b>Total Contract Costs</b>	\$	21,600.00

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**Exhibit 10, Cost Tables**

**Table 28. Data Conversion Coordinator Costs**

Start Date: **11/01/2007**

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	
		<b>Total Cost FY 07/08</b>	\$	11,520.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 17,280.00	
		<b>Total Cost FY 08/09</b>	\$	17,280.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 17,280.00	
		<b>Total Cost FY 09/10</b>	\$	17,280.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	
		<b>Total Cost FY 10/11</b>	\$	5,760.00
		<b>Three Year Cost Total</b>	\$	51,840.00
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	\$ 11,520.00
FY11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
		<b>Optional Extension Year 1 Costs</b>	\$	17,280.00
FY11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 11,520.00	\$ 11,520.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 5,760.00	\$ 5,760.00
		<b>Optional Extension Year 2 Costs</b>	\$	17,280.00
		<b>Total Contract Costs</b>	\$	86,400.00

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**Exhibit 10, Cost Tables**

**Table 29. Project Scheduler Costs**

Start Date: 11/01/2007

<b>Base Period Contract</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 07/08 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 667.00	
<b>Total Cost FY 07/08</b>				\$ 667.00
FY 08/09 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 1,000.00	
<b>Total Cost FY 08/09</b>				\$ 1,000.00
FY 09/10 (Jul-Jun)		2000	\$ -	
Travel Costs			\$ 1,000.00	
<b>Total Cost FY 09/10</b>				\$ 1,000.00
FY 10/11 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 333.00	
<b>Total Cost FY 10/11</b>				\$ 333.00
<b>Three Year Cost Total</b>				<b>\$ 3,000.00</b>
<b>Optional Extension Years</b>				
	<b>Hourly Rate</b>	<b>Hrs/Year</b>	<b>Cost</b>	<b>Total Cost</b>
FY 10/11 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 667.00	\$ 667.00
FY 11/12 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 333.00	\$ 333.00
<b>Optional Extension Year 1 Costs</b>				<b>\$ 1,000.00</b>
FY 11/12 (Nov-Jun)		1336	\$ -	
Travel Costs			\$ 667.00	\$ 667.00
FY 12/13 (Jul-Oct)		668	\$ -	
Travel Costs			\$ 333.00	\$ 333.00
<b>Optional Extension Year 2 Costs</b>				<b>\$ 1,000.00</b>
<b>Total Contract Costs</b>				<b>\$ 5,000.00</b>

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**Exhibit 10, Cost Tables**

**Table 30. Cost Summary**

<b>Position</b>	<b>Total Contract Costs</b>	<b>Total Travel Costs</b>	<b>Total Amount Subject to DVBE</b>
Project Management Advisor	\$43,200.00		\$43,200.00
Business Change Management Analyst	\$86,400.00		\$86,400.00
System Engineering Architect	\$21,600.00		\$21,600.00
System Engineering/Interface Lead	\$21,600.00		\$21,600.00
Test Lead	\$21,600.00		\$21,600.00
Configuration Management Analyst	\$64,800.00		\$64,800.00
Database Analyst	\$21,600.00		\$21,600.00
Data Conversion Coordinator	\$86,400.00		\$86,400.00
Project Scheduler	\$5,000.00		\$5,000.00
<b>Total Contract Costs</b>	<b>\$372,200.00</b>		<b>\$372,200.00</b>



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## **EXHIBIT 11 - Proposal Transmittal Form**

Bidder organization name:			
Bidder organization address:	Street:		
	City:		
	State:		Zip:
Printed name of authorized person who can bind the company:			
Signature of person authorized to bind the company:			
Title of person signing the Bid:			
Phone number of person signing the Bid:			
Date signed:			

This serves to validate our offer and agreement to the requirements, terms and conditions of the RFP.

I, \_\_\_\_\_ (Name)

Acknowledge and agree to the terms and conditions of this RFP,  
Agree to provide the goods and services detailed in our proposal, for the price quoted, and  
Have contractual authority to bind the company.

\_\_\_\_\_  
Signature

## **EXHIBIT 12 - RESUME SUMMARY FORM**

Bidders should read the following instructions prior to completing the Resume Summary Forms for the proposed Contractor Staff being proposed. Incomplete or inaccurate information may result in the response receiving low scores during evaluation and may be enough to make the proposal non-responsive. Since proposed Contractor Staff resources will be evaluated and scored based on meeting and/or exceeding the Minimum and Desirable Qualifications for the position for which they have been proposed, it is very important that the completed Forms provide comprehensive and concise descriptions that will allow the Evaluation Team to evaluate the experience.

The Resume Summary Form must detail how the experience has been gained to meet each Minimum Qualification and Desirable Qualification, if applicable. Complete the forms using MS Word and as necessary expand the size of table cells or number of rows to accommodate required information. The Resume Summary Form requires the following information:

### **Proposed Contractor Staff Project History Table:**

List the project history for the proposed Contractor Staff. If the experience was gained through more than one project, then an outline should be completed identifying each applicable project. The same project may be used for more than one requirement in the subsequent requirements tables. Note the Project Reference Number is in the first column of the Contractor Staff Project History Table. Add more rows to the table if more than five projects are referenced.

1. Project Name – The specific name of the project supported.
2. Brief Project Description – This response shall be succinct yet provide background on the project, such as the project duration, size of the project, total contract value, technologies involved, and size and organization of the project team, if applicable. Some of the experience requirements state that experience with applications must be with applications “comparable in size and complexity” to the CMIPS II application. In these cases, the response shall include a description of the size and/or scope of the application in detail for the Evaluation Team to evaluate the experience.
3. Start Date – The date (mm/yyyy) the proposed Contractor Staff started on the project. This date shall be the first full month the person was on the project.
4. End Date – The date (mm/yyyy) that the proposed Contractor Staff left the project. This date shall be the last full month the person was on the project.

### **Requirement Tables:**

5. Requirement Experience Total (Months) – reflects the sum of the experience gained in all referenced projects for that requirement. For example if the proposed Contractor Staff had 14 months experience on project #1 and 37 months experience on project #2 for Requirement #1, then enter a total of 51 months.
6. Project Reference # and Name – enter the applicable project reference # and name from the Resume Summary Form. The Bidder shall only use projects that meet applicable requirement criteria for size in contract value, number of users, or number of sites and ensure the supporting facts are included in the project description in the Resume Summary Form.

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7. Months – Enter the number of months experience gained for the project specified under Project Name for that requirement.
8. Proposed Contractor Staff Member's Role, Responsibilities and Tasks Performed – This area shall identify the proposed Contractor Staff Member's role in the project described above and provide information on assigned responsibilities, tasks performed, and applications and technologies used.

Note on Multiple Assignments - If a person was assigned to multiple projects at any given time, the Resume Summary Form must indicate the percentage of time the person was tasked to each assignment. The experience gained shall only include percent of time dedicated to that project and requirement. For example, if the proposed Contractor Staff Member's time was split 50% between two projects and one project was applicable to the requirement and the other was not, then if they worked 12 months on the two projects, they could only claim 6 months applicable experience.

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**RESUME SUMMARY FORM**

**PROJECT MANAGEMENT ADVISOR**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.1, Project Management Advisor, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Requirement #2:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years of Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

**Requirement #3:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years of experience in Software Life Cycle processes – Risk Management adhering to standards defined in IEEE 1540-2001.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirements #4***

***A desirable requirement of a Project Management Institute (PMI) Project Management Professional (PMP) Certification***

**PMI Project Management Professional Certification Date (Month/Year):**

**PMP Number:** (Include a copy of the certification.)

***Requirement #5***

***A desirable requirement of an Information Technology Infrastructure Library (ITIL) Foundation Certification***

**ITIL Foundation Certification Date (Month/Year):**

**ITIL Foundation Certification Number:**  
 (Include a copy of the certification.)

***Requirement #6***

***A desirable requirement of up to 5 years experience developing and maintaining project work plans using Microsoft Project or similar project management tool.***

**Requirement  
Experience  
Total Months:**

**Project Reference # and Name:**

**Months:**

**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

**Project Reference # and Name:**

**Months:**

**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

**Project Reference # and Name:**

**Months:**

**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

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***Requirement #7***

<i>A desirable requirement of up to 5 years project management experience in State programs.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months::</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8***

<i>A desirable requirement of up to 5 years project management experience in statewide projects involving county-based implementation of an information technology solution.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**RESUME SUMMARY FORM**

**BUSINESS CHANGE MANAGEMENT (BCM) ANALYST**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.2, Business Change Management (BCM) Analyst, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>



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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>
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***Requirement #2:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience performing gap analyses and workload impact estimates for proposed business process changes.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months::</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #3:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience organizing and facilitating business requirements and process flow work group reviews.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #4:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience identifying, tracking and reporting project issues through resolution.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience identifying and documenting business requirements and related business process flows.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6***

<i>A desirable requirement of up to 5 years Business Change Management experience in State programs.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 5 years Business Change Management experience in statewide projects involving county-based implementation of an information technology solution.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Implementation Phase Systems Engineering**

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Implementation Phase Systems Engineering**

**RESUME SUMMARY FORM**

**SYSTEM ENGINEERING ARCHITECT**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.3, System Engineering Architect, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Requirement #2:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience providing input on current information technology industry practices to support design, development and technical architecture design specifications for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

**Requirement #3:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience assessing impact of proposed system changes, participating in change control meetings and validating implementation of changes.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #4:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in risk identification, mitigation and contingency planning associated with technical issues.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience analyzing performance requirements and associated metrics for a large network or web-based application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Implementation Phase Systems Engineering**

<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3, Development Process.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 3 years experience designing, developing, and implementing interfaces via an Enterprise Service Bus.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>



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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8:***

<i>A desirable requirement of up to 3 years experience administering system requirements specifications for a large integration project comparable in size and complexity to CMPS II using a formal requirements management database tool such as RequisitePro or Kovair.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #9***

<i>A desirable requirement of up to 5 years experience addressing State and local technical issues in statewide projects involving county-based implementation of an information technology solution.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Implementation Phase Systems Engineering**

<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Implementation Phase Systems Engineering**

**RESUME SUMMARY FORM**

**SYSTEM ENGINEERING/INTERFACE LEAD**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirements #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.4, System Engineering/Interface Lead, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #2:***

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3, Development Process.</i>	Requirement Experience Total Months:
Project Reference # and Name:	Months:
Proposed Individual's Role, Responsibilities, and Tasks Performed:	
Project Reference # and Name:	Months:
Proposed Individual's Role, Responsibilities, and Tasks Performed:	
Project Reference # and Name:	Months:
Proposed Individual's Role, Responsibilities, and Tasks Performed:	

***Requirement #3:***

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience identifying and documenting business requirements and related business process flows.</i>	Requirement Experience Total Months:
Project Reference # and Name:	Months:
Proposed Individual's Role, Responsibilities, and Tasks Performed:	
Project Reference # and Name:	Months:

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #4:***

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience documenting technical specifications, including managing changes to requirements and technical specifications.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5:***

<i>A minimum requirement of 1 year experience and a desirable requirement of up to 5 years experience overseeing and developing test plans and scripts for interfaces.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6:***

<i>A desirable requirement of up to 5 years Project Management experience performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 5 years experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8:***

<i>A desirable requirement of up to 5 years experience coordinating with local government agencies.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #9:***

<i>A desirable requirement of up to 3 years experience designing, developing and implementing interfaces via an Enterprise Service Bus.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	



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**RESUME SUMMARY FORM**

**TEST LEAD**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, TECHNICAL REQUIREMENTS - SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.5, Test Lead, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b><i>Project Reference # and Name:</i></b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b><i>Requirement #2:</i></b>	
<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Test Lead experience, defined as overseeing performance of all system test activities, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #3:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Test Lead experience in planning, developing, executing and monitoring performance of interface testing activities.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #4:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Test Lead experience in planning, developing, executing and monitoring performance of data conversion testing activities for a network or web-based database application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months::</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in software test documentation adhering to standards defined in IEEE 829-1998.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 5 years Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time, cost and communication management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8:***

<i>A desirable requirement of up to 5 years experience directing or coordinating testing activities with County government agencies during implementation of a statewide county-based application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #9:***

<i>A desirable requirement of up to 5 years experience directing or coordinating testing activities for large applications comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**RESUME SUMMARY FORM**

**CONFIGURATION MANAGEMENT ANALYST**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.6, Configuration Management Analyst, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**Requirement #2:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Configuration Management experience, defined as overseeing and performing change management, version control, and release management for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

**Requirement #3:**

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE Standards 12207-1996, Subsection 5.3 Development Process.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	



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**Requirement #4:**

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience overseeing and performing requirements management for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

**Requirement #5:**

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience administering system requirements specifications for a large integration project comparable in size and complexity to CMIPS II using a formal requirements management database tool such as RequisitePro or Kovair.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #6:***

<i>A desirable requirement of up to 5 years Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time and cost management areas, for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 5 years experience in software configuration management plans adhering to standards defined in IEEE 828-1998.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8:***

<i>A desirable requirement of up to 3 years experience directing and/or overseeing configuration management activities using an automated tool set for assuring appropriate version control and release management.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**RESUME SUMMARY FORM**

**DATABASE ANALYST**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.7, Database Analyst, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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***Requirement #2:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Database Analyst experience, defined as design and documentation of databases for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #3:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Database Analyst experience, defined as performance evaluation, optimizing and tuning of databases for a large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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***Requirement #4:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE 12207-1996, Subsection 5.3 Development Process.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience modeling information, and creating entity-relationship diagrams or equivalent database design documentation.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>
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***Requirement #6:***

<i>A desirable requirement of up to 5 years experience facilitating Joint Application Design (JAD) sessions.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 5 years experience directing or coordinating database design activities with County government agencies during implementation of a statewide county-based application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual’s Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirements #8:***

<i>A desirable requirement of up to 5 years experience directing or coordinating database design activities for large applications comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	



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**RESUME SUMMARY FORM**

**DATA CONVERSION COORDINATOR**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

**Requirement #1:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, STATEMENT OF WORK, Subsection 4.3.8, Data Conversion Coordinator, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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***Requirement #2:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Database Quality Assurance/Conversion experience for a large integration project from a legacy to a newly developed system comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #3:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience developing and overseeing test plans to ensure completeness and accuracy of data quality assurance and conversion.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

***Requirement #4:***

<i>A minimum requirement of 3 years experience and a desirable requirement of up to 5 years experience in software design adhering to standards defined in IEEE Standards 12207-1996, Subsection 5.3 Development Process.</i>	<b>Requirement Experience</b> <b>Total (Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience documenting database quality assurance and conversion plans.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6:***

<i>A desirable requirement of up to 3 years Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #7:***

<i>A desirable requirement of up to 3 years experience directing or coordinating data conversion activities with County government agencies during implementation of a statewide county-based application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #8:***

<i>A desirable requirement of up to 3 years experience directing or coordinating data conversion activities for large applications comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

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**RESUME SUMMARY FORM**  
**PROJECT SCHEDULER**

<b>Proposed Individual's Name:</b>	
Organization associated with (check as appropriate): <input type="checkbox"/> Prime Bidder <input type="checkbox"/> Subcontractor <input type="checkbox"/> DVBE	
<p>The Bidder shall list the project information required below that qualifies the proposed individual for the duties and responsibilities on this project for the proposed position classification. Note: This section must clearly describe how the proposed individual meets each of the minimum requirements, and desirable requirements, if applicable, for the proposed position classification detailed in Section 4, SOW, Subsection 4.3, Contractor Staff. <i>(Use additional space/project reference boxes as necessary.)</i></p>	

**STAFF PROJECT HISTORY**

PROJ. REF #	PROJECT NAME	BRIEF PROJECT DESCRIPTION	START DATE	END DATE
1				
2				
3				
4				
5				

***Requirement #1:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in the major responsibilities as defined in Section 4, SOW, Subsection 4.3.9, Project Scheduler, for a large integration project comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months::</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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**Proposed Individual's Role, Responsibilities, and Tasks Performed:**

**Requirement #2:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years Project Management experience, defined as performing tasks defined in Appendix F of the Project Management Body of Knowledge, in the integration, scope, risk, time and cost management areas, for large integration project(s) comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> Total Months:
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

**Requirement #3:**

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience in supporting project management in work plan development and maintenance for implementing a large integration project comparable in size and complexity to CMIPS II using Microsoft Project.</i>	<b>Requirement Experience</b> Total Months:
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>

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<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #4:***

<i>A minimum requirement of 3 years and a desirable requirement of up to 5 years experience supporting project management activities associated with implementing a large integration project comparable in size and complexity to CMIPS II with at least 10 remote locations</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #5:***

<i>A desirable requirement of up to 5 years experience during implementation of a statewide county-based application comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b>  <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	



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<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

***Requirement #6:***

<i>A desirable requirement of up to 5 years project scheduling experience for large applications comparable in size and complexity to CMIPS II.</i>	<b>Requirement Experience</b> <b>Total Months:</b>
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	
<b>Project Reference # and Name:</b>	<b>Months:</b>
<b>Proposed Individual's Role, Responsibilities, and Tasks Performed:</b>	

## EXHIBIT 12A – CORPORATE REFERENCE FORM

Please list the three Corporate References below. (See Section 3, Subsection 3.5 for more information.)

<b>REFERENCE #1</b>
<b>Project Organization Name:</b>
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
<b>Corporate Reference Contact:</b>
<p>Indicate whether the work was performed as primary contractor or as a subcontractor. Indicate the percent of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress).</p>
<p><b>Name:</b> <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></p>
<p><b>Title:</b> <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></p>
<p><b>Address:</b> <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></p>
<p><b>Email Address:</b> <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></p>
<p><b>Phone Number:</b> <div style="border-bottom: 1px solid black; width: 90%; display: inline-block;"></div></p>
<b>Name of Contractor:</b>
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
<b>Project Information:</b>
<p><b>Project Name:</b></p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
<p><b>Brief Project Description:</b></p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
<p><b>Indicate actual Start and End dates (if completed, from contract award through contract termination:</b></p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
<p><b>Description of Work:</b></p> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>

**REFERENCE #2**

**Project Organization Name:**

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**Corporate Reference Contact:**

Indicate whether the work was performed as primary contractor or as a subcontractor. Indicate the percent of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress).

Name: 

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Title: 

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Address: 

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Email Address: 

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Phone Number: 

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**Name of Contractor:**

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**Project Information:**

Project Name: 

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Brief Project Description: 

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Indicate actual Start and End dates (if completed, from contract award through contract termination): 

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Description of Work: 

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**REFERENCE #3**

**Project Organization Name:**

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**Corporate Reference Contact:**

Indicate whether the work was performed as primary contractor or as a subcontractor. Indicate the percent of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress).

Name: 

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Title: 

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Address: 

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Email Address: 

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Phone Number: 

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**Name of Contractor:**

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**Project Information:**

Project Name: 

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Brief Project Description: 

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Indicate actual Start and End dates (if completed, from contract award through contract termination): 

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Description of Work: 

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## **EXHIBIT 13 - DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION EXPENDITURE REPORT**

Contractor:		Contract No.
Contractor DVBE Participation Percentage	Invoice No.	Invoice Amount \$
Prepared by (Signature and Title)		Date:

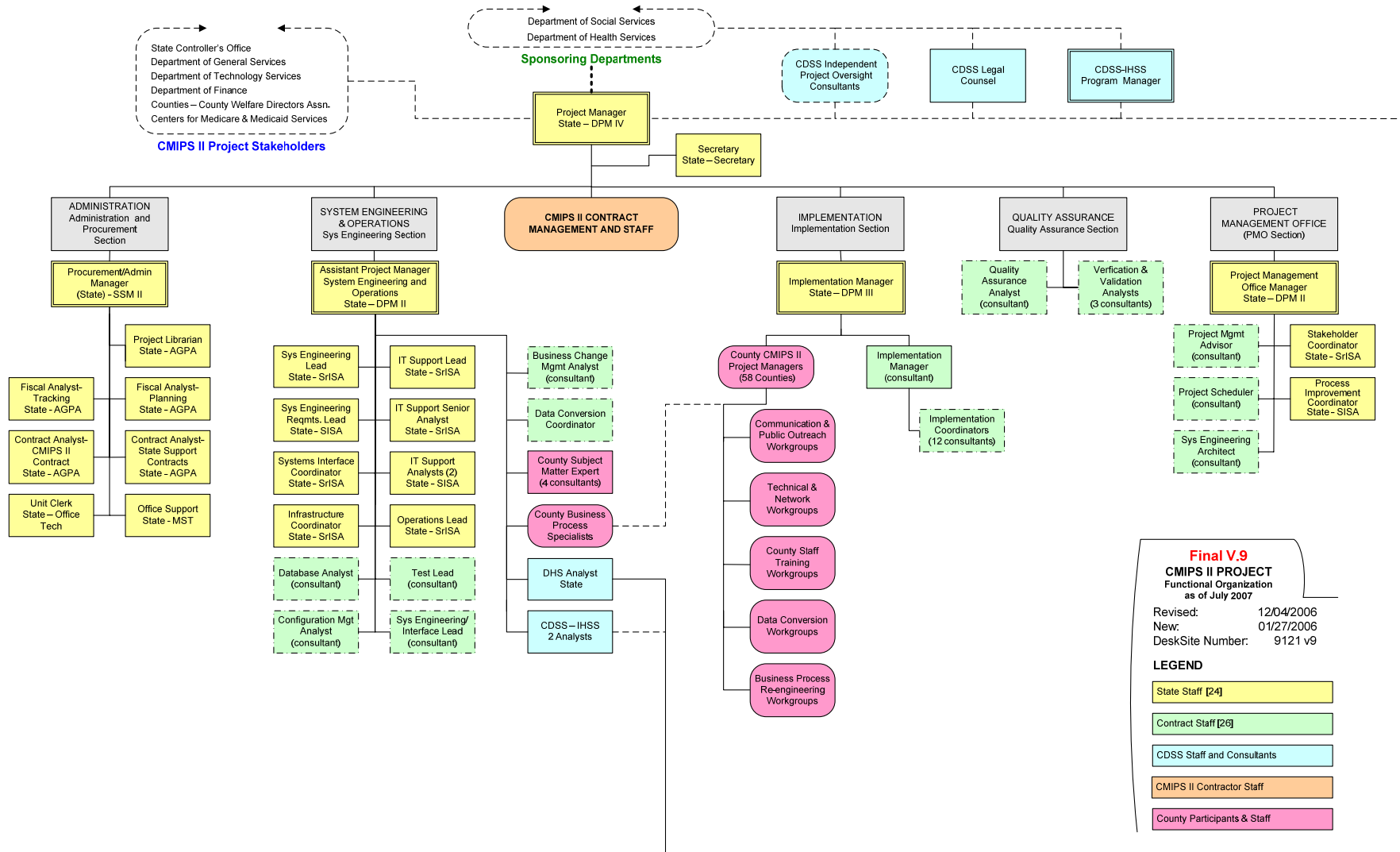
**INSTRUCTIONS:** This report lists each DVBE company performing work or providing materials or supplies necessary for the performance of Contractor's agreement with the State under this invoice. Submit to HHSA-OSI in triplicate with invoice for each billing period. Additional sheets may be attached if necessary. DVBEs must be currently certified by the Office of Small Business and DVBE Certification (OSDC).

DVBE Company	Service Provided	Amount Paid to DVBE Company
		\$
		\$
		\$
		\$
		\$
		\$
		\$

## **EXHIBIT 14 - CMIPS II PROPOSED STATE PROJECT FUNCTIONAL ORGANIZATION CHART**

(Note: Exhibit 14 appears on next page).

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**EXHIBIT 14 CMIPS II Proposed State Project Functional Organization Chart**

## EXHIBIT 15 – ALTERNATIVE PROTEST REGULATIONS

### Article 1. General Provisions

#### 1400. Purpose; Scope of Chapter

Protests under the Alternative Protest Pilot Project (AB 1159, Chapter 762 of 1997 Statutes, Public Contract Code Division 2, Part 2, Chapter 3.6 (sections 12125 - 12130)) shall be resolved by arbitration as defined and established by this chapter.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

#### 1402. Definitions

- a. **Arbitration**, as used in this chapter, means a dispute resolution procedure in which the Department of General Services, Office of Administrative Hearings provides a neutral third party who decides the merits of a protest and issues a binding decision to the Parties.
- b. **Awardee** includes **Proposed Awardee** and means the person or entity that was a successful bidder to a Solicitation and has been, or is intended to be, awarded the contract.
- c. **Close of Business**, as used in this chapter, means 5p.m. Pacific Standard Time (PST) or Pacific Daylight Time (PDT), as applicable.
- d. **Contracting Department** means either Procurement or the department which has applied and been approved by the Department of General Services to conduct the Solicitation under the Alternative Protest Pilot Project (Public Contract Code sections 12125 - 12130.).
- e. **Coordinator** means the person designated as the Alternative Protest Pilot Project Coordinator by the Department of General Services, Procurement Division, to coordinate all aspects of the Solicitation under the Alternative Protest Pilot Project (Public Contract Code sections 12125 - 12130).
- f. **Estimated Contract Value** means the value of Protestant's bid.
- g. **Frivolous** means a protest with any or all of the following characteristics:
  - 1. It is wholly without merit.
  - 2. It is insufficient on its face.
  - 3. The Protestant has not submitted a rational argument based upon the evidence or law which supports the protest.The protest is based on grounds other than those specified in section 1410.
- h. **Major Information Technology Acquisition** means the purchase of goods or services, or both, by a state agency, through contract, from non-governmental sources, that has significant mission criticality, risk, impact, complexity, or value attributes or characteristics. Pursuant to subdivision (e) of Section 11702 of the Government Code, these purchases shall include, but not be limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications that include voice, video, and data communications, requisite system controls, simulation, electronic commerce, and all related interactions between people and machines.



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- i. **OAH** means the Department of General Services, Office of Administrative Hearings.
- j. **Party** means the Procurement Division of the Department of General Services, the Contracting Department, the Awardee, and Protestant(s).
- k. **Procurement** means the Procurement Division of the Department of General Services.
- l. **Protestant** means a person or entity that was an unsuccessful bidder to a Solicitation under the Alternative Protest Pilot Project (Public Contract Code sections 12125 - 12130) and that protests the award.
- m. \*\*\* **Small Business** means a Certified California Small Business, pursuant to Government Code Division 3, Part 5.5, Chapter 6.5 (commencing with section 14835) and Title 2, California Code of Regulations, section 1896.
- n. **Solicitation** means the document that describes the goods or services to be purchased, details the contract terms and conditions under which the goods or services are to be purchased, and establishes the method of evaluation and selection.
- o. **Solicitation File** means the Solicitation and the documents used by the Contracting Department in the Solicitation process, including documents used to evaluate bidders and select a Proposed Awardee. The Solicitation File shall remain available to the public except information that is confidential or proprietary.

Note: Authority: Section 12126, Public Contract Code.

Reference: Section 11702, Government Code; Sections 12125-12130, Public Contract Code.

#### [1404. Notice of Intent to Award Contract](#)

The Contracting Department shall post a Notice of Intent to Award Contract in a public place specified in the Solicitation, send rejection facsimiles to rejected bidders, and send Notice of Intent to Award Contract facsimiles to any bidder who made a written request for notice and provided a facsimile number. The Contracting Department shall indicate that the Solicitation File is available for inspection. The Contracting Department has the discretion to award a contract immediately, upon approval by the Director of the Department of General Services and, if the Solicitation was for a Major Information Technology Acquisition, the Director of the Department of Information Technology.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

## **Article 2. Protest Procedure**

#### [1406. Notice of Intent to Protest; Service List](#)

- a. An unsuccessful bidder who intends to protest the awarded contract pursuant to this chapter must inform the Coordinator. The Notice of Intent to Protest must be in writing and must reach the Coordinator within the number of days specified in the Solicitation, which shall be not less than 1 working day and not more than 5 working days after the posting of the Notice of Intent to Award Contract, as specified in the Solicitation. Failure to give written notice by Close of Business on that day shall waive the right to protest.
- b. On the day after the final day to submit a Notice of Intent to Protest, the Coordinator shall make a service list consisting of those bidders who did submit a Notice of Intent to Protest, the Awardee, and the Contracting Department. The Coordinator shall include

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addresses and facsimile numbers on this list and shall forward this service list to those bidders who submitted a Notice of Intent to Protest.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

#### 1408. Filing a Protest

- a. A protest is filed by the submission of: the Detailed Written Statement of Protest and any exhibits specified in section 1412; a check or money order made payable to the Office of Administrative Hearings for the OAH filing fee of \$50; and the arbitration deposit as specified in subsection (c) or (d) to the Coordinator by the Close of Business on the 7th working day after the time specified in the Solicitation for written Notice of Intent to Protest under section 1406. A copy of the Detailed Written Statement of Protest and exhibits must also be served on all Parties named in the service list as specified in section 1406. A Protestant who fails to comply with this subsection waives Protestant's right to protest.
- b. Protestant(s) must provide a FAX (facsimile) number. Notification by facsimile is sufficient for service. If the Detailed Written Statement of Protest is sent to the Coordinator by facsimile, Protestant must:
  1. Verify that the pages sent were all received by the Coordinator; and
  2. Remit the required deposit and filing fee to Coordinator by any reasonable means. If sending via carrier, the postmark date or equivalent shall be used to determine timeliness.
- c. Each Protestant not certified as a Small Business shall make a deposit of the estimated arbitration costs, by check or money order made payable to the Office of Administrative Hearings, as determined by the Estimated Contract Value.
  1. For contracts up to \$100,000.00, the deposit shall be \$1500.00.
  2. For contracts of \$100,000.00 up to \$250,000.00, the deposit shall be \$3,000.00.
  3. For contracts of \$250,000.00 up to \$500,000.00, the deposit shall be \$5,000.00.
  4. For contracts of \$500,000.00 and above, the deposit shall be \$7,000.00.
  5. Failure to remit a timely required deposit waives the right of protest.
  6. Any refund to Protestant(s) shall be made per section 1436.
- d. Each Protestant certified as a Small Business shall submit a copy of the Small Business Certification in lieu of the deposit specified in subsection (c). If Protestant is a Small Business and the protest is denied by the arbitrator, the Contracting Department shall collect the costs of the arbitration from Protestant. If Protestant does not remit the costs due, the Contracting Department may offset any unpaid arbitration costs from other contracts with Protestant and/or may declare Protestant to be a non-responsible bidder on subsequent solicitations.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

#### 1410. Grounds for Protest

- a. The Public Contract Code, at section 12126(d) provides: Authority to protest under this chapter shall be limited to participating bidders.

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1. Grounds for Major Information Technology Acquisition protests shall be limited to violations of the Solicitation procedures and that the Protestants should have been selected.
  2. Any other acquisition protest filed pursuant to this chapter shall be based on the ground that the bid or proposal should have been selected in accordance with selection criteria in the Solicitation document.
- b. The burden of proof for protests filed under this chapter is preponderance of the evidence, and Protestants must bear this burden.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1412. Detailed Written Statement of Protest**

- a. The Detailed Written Statement of Protest must include the grounds upon which the protest is made, as specified in 1410(a).
- b. The Detailed Written Statement of Protest shall contain reasons why Protestants should have been awarded the contract.
  1. For Major Information Technology Acquisition protests, the Detailed Written Statement of Protest must specify each and every Solicitation procedure which was violated and the manner of such violation by specific references to the parts of the Solicitation attached as exhibits and why, but for that violation, Protestants would have been selected.
  2. For other acquisition protests, the Detailed Written Statement of Protest must specify each and every selection criterion on which Protestants base the protest by specific references to the parts of the Solicitation attached as exhibits.
  3. For all protests, Protestants must specify each and every reason that all other bidders who may be in line for the contract award should not be awarded the contract.
- c. The Detailed Written Statement of Protest must be limited to 50 typewritten or computer generated pages, excluding exhibits, at a font of no less than 12 point or pica (10 characters per inch), on 8 1/2 inch by 11-inch paper of customary weight and quality. The color of the type shall be blue-black or black. In addition to a paper copy, the arbitrator may request that a Protestants submit such information on computer compatible diskette or by other electronic means if the Protestants has the ability to do so.
- d. Any exhibits submitted shall be paginated and the pertinent text highlighted or referred to in the Detailed Written Statement of Protest referenced by page number, section and/or paragraph and line number, as appropriate.
- e. The Detailed Written Statement of Protest shall not be amended.
- f. Protestants may not raise issues in hearing which were not addressed in the Detailed Written Statement of Protest.
- g. A Protestants who fails to comply with this subsection waives Protestants's right to protest.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

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**1414. Review by Coordinator**

- a. Within 2 working days after receipt of the Detailed Written Statement of Protest, the Coordinator shall notify the Contracting Department and the Awardee of a potential protest hearing.
- b. The Coordinator shall review the Detailed Written Statement of Protest within 5 working days after receipt to preliminarily determine if the protest is Frivolous and notify Protestant of the option to withdraw or proceed in arbitration.
  1. If Protestant withdraws the protest within 2 working days after the notification by the Coordinator of a preliminary determination of Frivolousness, the Coordinator shall withdraw the preliminary finding of Frivolousness and refund Protestant's deposit and filing fee.
  2. If the Protestant previously filed two protests under the Alternative Protest Pilot Project preliminarily determined Frivolous by the Coordinator but then withdrew or waived them before the arbitration decision, the Coordinator shall make final the preliminary determination of Frivolousness for the Department of General Services. \*\*\*

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1416. Review and Response by Contracting Department and Awardee**

- a. The Awardee shall have 7 working days after notification by the Coordinator to submit to the Coordinator and Protestant a response to the Detailed Written Statement of Protest.
- b. The Contracting Department, in conjunction with the Coordinator, shall have 7 days after the filing of the Detailed Written Statement of Protest to send a response to Protestant and Awardee.
- c. Responses shall follow the standards set forth in section 1412(c) and (d).

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1418. Bond Requirement**

- a. If the Coordinator has determined that a protest is Frivolous and the Protestant does not withdraw the protest, the Protestant shall be required to post a bond in an amount not less than 10% of the Estimated Contract Value.
- b. The percentage of the bond shall be determined by the Contracting Department and specified in the Solicitation.
- c. Protestant shall post the bond, pursuant to Chapter 2 (commencing with section 995.010) of Title 14 of Part 2 of the Code of Civil Procedure, within 15 working days of the filing of the Detailed Written Statement of Protest or shall be deemed to have waived the right to protest.
  1. If the arbitrator determines that the protest is Frivolous, the bond shall be forfeited to Procurement and the Coordinator will impose Sanctions.
  2. If the arbitrator determines that the protest is not Frivolous, the bond will be returned to the Protestant and no Sanctions imposed.

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Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 995.010 et. seq., Code of Civil Procedure; Sections 12125-12130, Public Contract Code.

**Article 3. Arbitration Procedure**

**1420. Arbitration Process**

Within 19 calendar days after the Notice of Intent to Award has been posted, the Coordinator shall consolidate all remaining protests under the Solicitation, and send to OAH:

- a. a copy of all Detailed Written Statements of Protest;
- b. OAH filing fees;
- c. arbitration deposits, and/or notice that any Protestant is a Small Business;
- d. Awardee responses;
- e. Coordinator/Contracting Department responses;
- f. the Solicitation File; and
- g. notice to OAH whether interpreter services will be needed for any Protestant or Awardee. OAH shall arrange interpreter services which shall be paid by the Contracting Department.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1422. Selection of Arbitrator**

- a. Within 2 working days after receipt of the protest from the Coordinator, OAH shall furnish the names of ten arbitrators to Protestant(s), the Awardee, and the Coordinator. The arbitrator list shall include administrative law judges who are employees of OAH and contract private arbitrators who are not employees of the State of California. Protestant(s), the Awardee, and the Coordinator may each strike two of the ten names and notify OAH within 2 working days. Protestant(s) may also indicate if they prefer a contract arbitrator or an OAH administrative law judge. OAH may then select as arbitrator any name not stricken and shall notify Protestant(s), the Awardee, and the Coordinator within 2 working days. If all names are stricken, the Director of OAH shall appoint an arbitrator.
- b. A proposed arbitrator shall be disqualified on any of the grounds specified in Section 170.1 of the Code of Civil Procedure for the disqualification of a judge.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1424. Authority of Arbitrator**

- a. Arbitrators are authorized to
  - 1. Administer oaths and affirmations;
  - 2. Make rulings and orders as are necessary to the fair, impartial, and efficient conduct of the hearing; and

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3. Order additional deposits from Protestant(s) to cover additional estimated costs. If OAH does not receive the required deposit(s) in the time specified, the right to protest will be deemed waived.
  - b. The arbitrator shall have exclusive discretion to determine whether oral testimony will be permitted, the number of witnesses, if any, and the amount of time allocated to witnesses.
  - c. It shall be in the arbitrator's exclusive discretion to determine whether to
    1. Conduct a prehearing conference; and/or
    2. Permit cross-examination and, if so, to what extent; and/or
    3. Review documents alone for all or part of the protest.
  - d. It shall be in the arbitrator's exclusive discretion to determine whether additional responses and rebuttals are to be submitted, and the timelines and page limits to be applied.
- Note:

Note: Authority: Section 12126, Public Contract Code.  
Reference: Sections 12125-12130, Public Contract Code.

**1426. Decision based in whole or in part on documents alone**

Any Party may request that the arbitrator base the arbitrator's decision on documents alone. It shall be the arbitrator's exclusive discretion to do so.

Note: Authority: Section 12126, Public Contract Code.  
Reference: Sections 12125-12130, Public Contract Code.

**1428. Prehearing Conference**

- a. If the arbitrator determines that a prehearing conference is necessary, OAH shall set the time and place and notify Protestant(s), the Awardee, and Procurement at least 5 working days prior to the prehearing conference.
- b. The prehearing conference shall be held to identify and define issues in dispute and expedite the arbitration. The parties should be prepared to discuss, and the arbitrator may consider and rule on, any of the following matters applicable to the protest:
  1. Clarification of factual and legal issues in dispute as set forth in the Detailed Written Statement of Protest.
  2. The extent to which testimony shall be permitted and the extent to which cross-examination will be allowed.
  3. Identity of and limitations on number of witnesses, need for interpreters, scheduling and order of witnesses, etc., Any other matters as shall promote the orderly and efficient conduct of the hearing.
- c. At the prehearing conference, Protestant(s), the Awardee, and Procurement shall deliver a written statement which contains the name of each witness a party wishes to call at hearing along with a brief written statement of the subject matter of the witness's expected testimony. If the arbitrator, in his or her exclusive discretion, allows an expert witness to be called, the party calling the witness shall provide the name and address of the expert along with a brief statement of the opinion the expert is expected to give. The party shall also attach a statement of qualifications for the expert witness.

Note: Authority: Section 12126, Public Contract Code.

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Reference: Sections 12125-12130, Public Contract Code.

**1430. Scheduling the hearing**

The arbitrator shall schedule the date, time, and place of hearing and notify all Parties.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1432. Discovery**

The arbitrator has exclusive discretion to issue subpoenas and/or subpoena duces tecum.

There shall be no right to take depositions, issue interrogatories, or subpoena persons or documents.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1434. Attendance at Hearings**

The Arbitration hearings shall be open to the public unless the arbitrator, in his or her exclusive discretion, determines that the attendance of individuals or groups of individuals would disrupt or delay the orderly conduct or timely completion of the proceedings.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1436. Arbitrator's Decision**

- a. The final decision shall be in writing and signed by the arbitrator. It shall include a Statement of the Factual and Legal Basis for the decision, addressing the issues raised in the Detailed Written Statement(s) of Protest, and shall include an order upholding or denying the protest(s). The arbitrator's order shall not award a contract.
- b. A copy of the decision shall be sent by regular mail to Procurement, the Contracting Department, the Awardee, and Protestant(s) within 45 calendar days after the filing of the first Detailed Written Statement of Protest. In the arbitrator's exclusive discretion, this timeline may be extended for an additional 15 calendar days. The arbitrator's failure to issue a decision within the time specified by this section shall not be a ground for vacating the decision.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

**1437. Costs; Sanctions**

- a. For protests not determined Frivolous by Procurement:
  1. If the arbitrator denies the protest, Protestant(s) will be liable for all costs of the arbitration. \*\*\*



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2. If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- b. If Procurement determined that the protest was Frivolous and the arbitrator affirms that the protest is Frivolous, the bond shall be forfeited to Procurement, the protest will be denied, and Protestant(s) will be liable for all costs of the arbitration. \*\*\*
- c. If Procurement determined that the protest was Frivolous and the arbitrator determines that the protest is not Frivolous, any bond(s) posted by Protestant(s) shall be returned.
  1. If the arbitrator denies the protest, Protestant(s) shall be liable for half of the costs of the arbitration. The Contracting Department shall pay the remaining half of the arbitration costs. \*\*\*
  2. If the arbitrator upholds the protest, the Contracting Department shall pay for all costs of the arbitration and Protestant(s) will be refunded the deposit by OAH.
- d. A Protestant who withdraws his or her protest before the arbitrator's decision has been issued will remain liable for all arbitration costs up to the time of withdrawal. These costs include, but are not limited to, the arbitrator's time in preparation, prehearing conferences, and hearing the protest. If Procurement deemed the protest Frivolous, any bond posted shall be forfeited to Procurement \*\*\*.
- e. Except as provided in (f), if any costs are determined to be payable by Protestant(s), that amount shall be subtracted from deposit(s) of Protestant(s) as ordered by the arbitrator. Any additional costs shall be billed to Protestant(s) and any refunds shall be sent to Protestant(s) by OAH.
- f. If a Protestant is a Small Business, then the Contracting Department shall pay OAH all arbitration costs and collect the amount due from Protestant.

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

#### **1438. Judicial Review**

The grounds for judicial review shall be as set forth in Chapter 4 of Title 9 of Part III of the Code of Civil Procedure (commencing with section 1285).

Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.

#### **1440. Transcripts**

- a. A party desiring a transcript of the proceedings shall contact the OAH Transcript Clerk to make arrangements to pay for preparation of the transcript. Prior to preparation of the transcript, a deposit equal to the estimated cost of the transcript shall be paid. Preparation of the transcript will be arranged by the OAH Transcript Clerk. The deposit shall be applied to the actual cost and any excess shall be returned to the party that submitted the request. Any balance due shall be paid by the party or a representative on behalf of the party requesting the transcript before the transcript is released to the requesting party.
- b. Unless a record of a proceeding or any portion thereof was sealed, any person may request a transcript or a recording of the proceeding. If a record of a proceeding or any portion thereof was sealed, only parties to the proceeding may request a transcript of the sealed portions, and the sealed portions shall not be disclosed to anyone except in accordance with the order sealing the proceeding or subsequent order.



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Note: Authority: Section 12126, Public Contract Code.

Reference: Sections 12125-12130, Public Contract Code.